



Mid-Ohio Regional
Planning Commission

111 Liberty Street, Suite 100
Columbus, Ohio 43215

T 614.228.2663
TTY 1.800.750.0750

www.morpc.org

NOTICE OF A MEETING

EXECUTIVE COMMITTEE MEETING
MID-OHIO REGIONAL PLANNING COMMISSION
111 LIBERTY STREET, SUITE 100
COLUMBUS, OH 43215
SCIOTO CONFERENCE ROOM

Thursday, April 5, 2018
1:30 p.m.

AGENDA

1. **Welcome** – Rory McGuinness, Chair
2. **Consent Agenda**
 - Approval of [March 1, 2018 minutes](#)
3. **Executive Director's Report** – William Murdock
4. **Diversity & Inclusion Update** – William Murdock
5. **Committee Updates**
 - [Nominating Committee](#) – Karen Angelou, Chair
 - [Regional Policy Roundtable](#) – Joe Garrity
 - [Transportation Policy Committee](#) – Thea Walsh
 - [Regional Data Advisory Committee](#) – Aaron Schill
6. **Proposed Resolution 09-18: "Authorizing the executive director to procure consulting services to redesign the Paving the Way construction project and road closure notification system"** – Aaron Schill
7. **Quarterly Membership Report** – Eileen Leuby
8. **Draft Commission Agenda**
9. **Other Business**

PLEASE NOTIFY SHARI SAUNDERS AT 614-233-4169 OR
ssaunders@morpc.org IF YOU REQUIRE SPECIAL ASSISTANCE.

The next Executive Committee Meeting is
Thursday, May 3, 2018 at 1:30 p.m.
111 Liberty Street, Suite 100
Columbus, Ohio 43215

William Murdock, AICP
Executive Director

Matt Greeson
Chair

Rory McGuinness
Vice Chair

Karen J. Angelou
Secretary

Executive Committee Meeting

April 5, 2018

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When you arrive in MORPC's lobby, a video screen will display the day's meetings. Each meeting will list a phone extension. Use the phone in the lobby to call the extension and someone will come escort you to the meeting.

When parking in MORPC's parking lot, please be sure to park in a MORPC visitor space or in a space marked with an "M". Handicapped parking is available at the side of MORPC's building. MORPC is accessible by CBUS.



Mid-Ohio Regional Planning Commission Executive Committee Meeting Minutes

Date: March 1, 2018
Time: 1:30 p.m.
Location: Scioto Conference Room

Members Present

Karen Angelou	Erik Janas	Eric Phillips
Derrick Clay	Kim Maggard	Joe Stefanov
Jennifer Gallagher	Rory McGuinness	Nancy White
Matt Greeson	Gary Merrell	

MORPC Staff Present

Bernice Cage	Ciel Klein	Aaron Schill
Kerstin Carr	William Murdock	Thea Walsh
Terri Flora	Christina O'Keeffe	
Shawn Hufstedler	Shari Saunders	

Welcome – Rory McGuinness

Chair Rory McGuinness called the meeting to order at 1:30 p.m. Chair McGuinness congratulated Nancy White on her appointment as Mifflin Township Administrator.

Matt Greeson appointed Eric Phillips as Benefits & Compensation Committee Chair.

Consent Agenda

Kim Maggard made a motion to approve the Consent Agenda, second by Nancy White; motion passed.

Executive Director's Report – William Murdock

William Murdock reported the building lease amendment was finalized and signed last week. The amendment settled parking issues, added capacity for an electric vehicle charger, and addressed system upgrades.

MORPC is in the process of improving employee work space. Working with BHDP, 60 employees participated in a space planning exercise. BHDP is gathering feedback and working with senior leadership to create a space plan. The space plan is expected relatively soon allowing for upgrades later this year.

MORPC committed to help close the gender wage gap in Columbus by participating in The Columbus Commitment – Achieving Pay Equity. The voluntary initiative encourages participating entities to learn about the gender pay gap and to take action to build awareness of the challenges women face in the workplace. This element has been added to MORPC's compensation and class study for further evaluation and improvement of internal policies.

At the National Association of Regional Councils' (NARC) Annual Meeting, MORPC Officers and Staff received updates on federal policies and President Trump's new infrastructure plan. William Murdock moderated a panel discussion at the Congressional Breakfast at the U.S. Capitol on Regional Solutions to National Challenges. Thea Walsh participated in a National Press Club Panel. During the congressional visits, the Central Ohio Delegation was most excited about MORPC's Competitive Advantage Program projects, rural transportation planning efforts, Hyperloop and sustainability.

Chair McGuinness shared more details on the new infrastructure plan. The \$200 billion plan is separate from current transportation funding, but would result in cuts to other federal programs. The local match would be changed to 20/80 (20% federal funds/80% local match). Positive items in the plan include \$50 billion for rural transportation planning and \$20 million for transformative projects, such as Hyperloop and similar projects. The Central Ohio Delegation believes the plan is a blueprint that will most likely be changed. MORPC released a statement highlighting our position on the plan.

Matt Greeson expressed his concern regarding the culture of inaction in Washington, DC. Many lawmakers feel it is too difficult to move things forward, so nothing is done. The same inaction is seen at the state level. Mr. Greeson suggested that MORPC could be a convener to begin a regional/statewide initiative on infrastructure funding. After much discussion, the Executive Committee suggested MORPC staff analyze and research similar efforts in the U.S.

On February 21, MORPC launched the Rapid Speed Transportation Initiative (RSTI) to conduct a feasibility study for multiple transportation technologies, including Hyperloop, along the Chicago-Columbus-Pittsburgh corridor. This is the only corridor study like this in the world. MORPC is also moving forward with environmental studies along the same corridor. Derrick Clay asked about the efforts on the Cleveland to Chicago route. While that is a different route and company, MORPC is supportive of their efforts and is exploring ways to collaborate.

The Smart Region Task Force kicked-off last week. Dana McDaniel is the Task Force Chair and Joe Stefanov is Vice-Chair. The task force has diverse representation and will focus on three deliverables:

- Smart Streets Concept
- Smart Region Playbook
- Smart Region Resource Guide

Aaron Schill recently attended the Digital City Summit and shared that the private sector already feels the gas tax is irrelevant. It seems the private sector is willing/interested in engaging with cities and regions.

The Spring insight2050 Academy begins Friday, March 2. In collaboration with the OSU Knowlton School of Architecture, this academy is geared toward planners, architects and land use professionals. Twenty-two people are enrolled.

Before and after the April Commission meeting, Smart Columbus will provide electric vehicles to test drive. Smart Columbus is hoping to offer similar test-drive opportunities at community events throughout the year. They will provide information on how to schedule ride and drive events at the April Commission meeting.

MORPC is hosting the Mid-America Trails & Greenways Conference (MATAG) May 13-16, at the Hilton Downtown. This national conference is geared towards planners and park officials. Registration is open.

The theme for the April 19 MORPC State of the Region is Growth, Development, Opportunity. Jennifer Keesmaat, former City of Toronto Chief Planner, is the keynote speaker. Registration is open.

Franklin County recently recognized MORPC employees with the Circle of Excellence for their efforts in the 2017 Combined Charitable Campaign. Over fifty percent of MORPC Team Members participated and reached 125 percent of the agency's campaign goal.

Nominating Committee Report – Karen Angelou

Karen Angelou presented the Nominating Committee Recommendations. Ms. Angelou thanked 2018 Nominating Committee members: Karen Angelou (Chair), Derrick Clay, Holly Mattei, Gary Merrell, and Mike Schadek. The Committee met February 7 and February 28 and makes the following recommendations for Officer positions and Executive Committee positions,

Nominees for Officers for renewed one-year Officer Terms (expires 2019):

Chair: Rory McGuinness, Deputy Director of Development, City of Columbus

Vice-Chair: Karen Angelou, Council Member, City of Gahanna

Secretary: Erik Janas, Deputy County Administrator, Franklin County

Nominees for renewal of one year Executive Committee Terms (expires 2019)

Joe Stefanov (2008), Chair of Reserve & Investment Advisory Committee, City Manager, City of New Albany

Eric Phillips (2007), Chair of Benefits & Compensation Committee, Executive Director/Chamber CEO, Union County/Marysville Economic Development Partnership

Rory McGuinness (2012), Chair of Commission, Deputy Director of Administration, City of Columbus

Nominees for renewal of two-year Executive Committee Term (expires 2020)

Karen Angelou (2014), Council Member, City of Gahanna

Nancy White (2017), Township Administrator, Mifflin Township

Nominees for a new two-year Executive Committee Term (expires 2020)

Greg Lestini (2018), Brickler & Eckler Attorney, Franklin County representative

Franklin Christman (2018), Administrator, Village of Ashville

Chris Amorose Groomes (2018), City Council, City of Dublin

Note: the year in parentheses after each name refers to the first year of the member's current service on the Executive Committee.

The nominations will be presented to the Commission in March and voted on at the April Commission meeting. Executive Committee members serving their second year of a 2-year term that expires in 2019 include Jennifer Gallagher, Erik Janas, Kim Maggard, and Gary Merrell. Matt Greeson will continue on Executive Committee as the Immediate Past Chair of the Commission.

Regional Data Advisory Committee – Aaron Schill

The Regional Data Advisory Committee met in January and focused on developing a Regional Data Agenda. This was Mayor Tom Kneeland's first meeting as Chair. Jung Kim continues as Vice-Chair. The Committee welcomed six new members, replacing representatives from their organizations. One new organization was added, Consolidated Electric Cooperative represented by Brad Ebersole. A draft agenda is expected toward the end of March.

MORPC is serving in a leadership type role on the Smart Columbus Operating System Development which is the data system and brain that will collect information and feed it back to the eight Smart Columbus transportation projects. In addition to serving the Smart Columbus projects, the operating system may serve as a regional data portal for local governments, other partners, and the private sector to feed into and retrieve information. MORPC is helping inform and develop use cases.

Regional Policy Roundtable Update – Terri Flora

The Regional Policy Roundtable held its first 2018 meeting with Kim Maggard as Chair. Ben Collins is the new Vice-Chair. The Roundtable will be updating the Public Policy Agenda this year.

Terri Flora gave legislative updates on HB 371, HB 415, the State Capital Bill, and opportunity zones.

City of Columbus Council President Shannon Hardin, in association with Smart Columbus, has asked MORPC to help develop discussions around smart policy implications for elected officials. Council President Hardin is setting-up quarterly meetings.

The early bird registration deadline for the State of the Region is March 16. Approximately 250 are registered to date.

Sustainability Advisory Committee Update – Kerstin Carr

Kerstin Carr reported that Dan Sowry from the Ohio EPA and Justin Milam with the City of Upper Arlington are new appointments to the Sustainability Advisory Committee.

Marie Keister facilitated the February 23 Central Ohio Greenways (COG) Board Retreat. The COG Board looked back on their accomplishments and developed new action items. Ms. Carr shared the draft [COG Concept Map](#) which envisions an outer belt of trails connecting major park systems. The purple lines are existing and proposed regional off-road trails. The yellow lines represent community connectors between the trails to connect neighborhoods to the trails through high-quality on-road pedestrian and bicycle facilities. The draft map will be reviewed and finalized over the next few months. The 2017 trail counts estimate that 11.5 million trail miles are traveled annually.

Central Ohio Rural Planning Organization – Thea Walsh

The Central Ohio Rural Planning Organization (CORPO) met January 8. A draft of the Future Conditions report was sent out for review and comment on February 12. The County Subcommittee meetings are the first two weeks of March. The subcommittees will begin the process of selecting transportation projects for the long range plan which will be finalized in May.

Transportation Policy Committee Update – Thea Walsh

Team Members are working on the SFY 2019 Planning Work Program. The Attributable Funds process has begun. Communities should start gathering information needed for applications. The 2050 Metropolitan Transportation Plan process is starting soon.

Thea Walsh was invited by the U.S. DOT to attend the swearing-in of the new Federal Railroad Administration (FRA) Administrator Ronald Batory. Hyperloop is under the FRA's jurisdiction. While on the trip, Ms. Walsh met with a capital firm to gather ideas to plan next steps for a right-of-way for Hyperloop; made new connections with the Federal Railroad Administration; and met with Leah Hill from Sherrod Brown's Office.

Proposed Resolution 04-18: “Accepting Licking County Soil & Water Conservation District as an associate (non-voting) member of the Mid-Ohio Regional Planning Commission (MORPC)” – William Murdock

Gary Merrell made a motion to approve Resolution 04-18, second by Joe Stefanov; motion passed.

Proposed Resolution 05-18: “Accepting Franklin Township (Franklin County) as a member of the Mid-Ohio Regional Planning Commission (MORPC)” – William Murdock

Matt Greeson made a motion to approve Resolution 05-18, second by Kim Maggard; motion passed.

Proposed Resolution 06-18: “To authorize the executive director to enter into agreements with the Central Ohio Community Improvement Corporation (COCIC) for \$75,000 to perform exterior home repairs leveraged with MORPC’s residential energy efficiency services” – Christina O’Keeffe

This is a new program for MORPC and COCIC. Erik Janas made a motion to approve Resolution 06-18, second by Nancy White; motion passed.

Proposed Resolution 07-18: “To authorize the executive director to submit an application with, execute agreements with, and receive funds up to \$1.2 million annually from the Ohio Development Services Agency to operate the Electric Partnership Program (EPP)” – Christina O’Keeffe

MORPC currently is a subcontractor for the EPP program. MORPC is applying to be a program administrator. Gary Merrell made a motion to approve Resolution 07-18, second by Kim Maggard; motion passed.

Proposed Resolution 08-18: “To authorize the executive director to enter into agreements with Homeport for \$200,000 to perform exterior home repairs in the Milo Grogan neighborhood within the City of Columbus” – Christina O’Keeffe

Copies of [Proposed Resolution 08-18](#) were provided. Homeport approached MORPC about this new program. Joe Stefanov made a motion to approve Resolution 08-18, second by Nancy White; motion passed.

Quarterly Financial Statements – Shawn Hufstedler

Shawn Hufstedler gave an overview of the [December 2017 Financial Report](#) highlighting:

- Overall good news – operating loss was less than projected.
- Cash higher than expected.
- Overhead was a positive.
- Fringe was slightly negative, but close to budget.
- The statements do not reflect any audit preparation adjustments or the pension costs. The pension figures come in at the end of March and are expected to alter the organization net assets from positive to negative.
- We did not utilize the Operating Reserve this year and have approximately 67 days’ worth in the reserve.

Diversity & Inclusion Plan – Bernice Cage

Bernice Cage presented MORPC’s [2017 Diversity & Inclusion Accomplishments](#). While MORPC does a great job in diversity and inclusion efforts, there were a few areas that need improvement – hiring recruitment, Board diversity, and diversity spending.

MORPC is reaching the overall diversity spend goal, but it is trending downward. Within the goal, women-owned business spend is significantly down and minority-owned business spend is still less than one percent. Derrick Clay challenged MORPC Team Members to see how the downward trend and persistent low numbers in minority-owned business spend can be reversed. Mr. Clay challenged Executive Committee Members to be the voice of conscience after he leaves the Executive Committee.

After discussion, Mr. Murdock shared that MORPC has tried a number of new initiatives over the last few years and he appreciates the feedback today. MORPC Team Members will review the feedback, develop additional actions, and Mr. Murdock will report back an update at the April Executive Committee meeting. Mr. Murdock also shared that staff will increase the reporting on diversity and inclusion to the Executive Committee.

Executive Committee Minutes

March 1, 2018

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Draft Commission Agenda

The Executive Committee reviewed the draft March 8, 2018 Commission Meeting Agenda.

The meeting adjourned at 3:30 p.m.

Karen Angelou, Secretary

Executive Committee



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Memorandum

TO: Mid-Ohio Regional Planning Commission
Executive Committee
Officers and Board Members

FROM: Karen Angelou, Committee Chair

DATE: March 30, 2018

SUBJECT: **Nomination of Executive Committee Members**

Background:

In accordance with the Mid-Ohio Regional Planning Commission Articles of Agreement, the Commission will be notified at least five (5) days prior to the Annual Meeting as to the nominees for MORPC's Officers and Executive Committee members.

The Nominating Committee excerpt from the Articles is as follows:

"At least twenty (20) days prior to the annual meeting, the chair shall appoint the Nominating Committee. Said Nominating Committee having been duly appointed and confirmed shall, at least ten (10) days prior to the annual meeting of the COMMISSION, report the names of the candidates so nominated to the secretary. The secretary shall advise each member of the COMMISSION, in writing, at least five (5) days prior to the annual meeting as to the nominees so selected. At the annual meeting, the chair of the Nominating Committee shall report the names so nominated. After this report is presented, nominations from the floor shall be invited. Such nominations must be seconded. The secretary then shall prepare ballots properly identifying the nominees, said ballots shall be distributed and tallied during the annual meeting by a temporary committee appointed for that purpose."

The Nominating Committee Members:

At the January 11, 2018 Commission meeting, Commission Chair Matt Greeson appointed five members of the Nominating Committee. The following members were affirmed by a vote of the Commission:

- Karen Angelou, Committee Chair, City of Gahanna
- Gary Merrell, Delaware County
- Mike Schadek, City of Columbus
- Derrick Clay, Franklin County
- Holly Mattei, Violet Township

Review of Current Members of Executive Committee:

Several Executive Committee positions do not have expiring terms this year and therefore require no action by the Nominating Committee. For information, these are listed below:

- 1) **Immediate Past Chair:** Matt Greeson (2009), Chair, City Manager, City of Worthington
- 2) **Members in second year of two-year Executive Committee Terms (expires 2019):**
 - a) Gary Merrell (2015), County Commissioner, Delaware County

William Murdock, AICP
Executive Director

Matt Greeson
Chair

Rory McGuiness
Vice Chair

Karen J. Angelou
Secretary

- b) Kim Maggard (2015), Mayor, City of Whitehall
- c) Jennifer Gallagher (2017), Director, Department of Public Service, City of Columbus
- d) Erik Janas (2017), Deputy County Administrator, Franklin County

Nominating Committee Recommendations:

The Nominating Committee convened on February 7, 2018 and on February 28, 2018 and made the following recommendations for Officer positions and Executive Committee positions, which will be reported out at the March 8, 2018 Commission meeting and considered at the April 12, 2018 Commission meeting:

The nominees for Officers for renewed one-year Officer Terms (expires 2019)

- **Chair:** Rory McGuinness, Deputy Director of Development, City of Columbus
- **Vice-Chair:** Karen Angelou, Council Member, City of Gahanna
- **Secretary:** Erik Janas, Deputy County Administrator, Franklin County

The nominees for Executive Committee are:

1) For renewal of one year Executive Committee Terms (expires 2019)

- a) Joe Stefanov (2008), Chair of Reserve & Investment Advisory Committee & City Manager, City of New Albany
- b) Eric Phillips (2007), Chair of Benefits & Compensation Committee, Executive Director/Chamber CEO, Union & County/Marysville Economic Development Partnership
- c) Rory McGuinness (2012), Chair of Commission, Deputy Director of Administration, City of Columbus

2) For renewal of two-year Executive Committee Term (expires 2020)

- a) Karen Angelou (2014), Council Member, City of Gahanna
- b) Nancy White (2017), Fiscal Officer, Mifflin Township

3) For a new two-year Executive Committee Term (expires 2020)

- a) Greg Lestini (2018), Brickler & Eckler Attorney, Franklin County representative
- b) Franklin Christman (2018), Administrator, Village of Ashville
- c) Chris Amorose Groomes (2018), City Council, City of Dublin

Note: The year after each name refers to the first year of the member's current service on the Executive Committee. For example, Joe Smith (2011) means that Joe Smith's first term began in 2011 and he has served continuously since then.



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Memorandum

TO: Mid-Ohio Regional Planning Commission
Executive Committee
Officers and Board Members

FROM: Aaron Schill, Director
Regional Data and Mapping

DATE: March 30, 2018

SUBJECT: Proposed Resolution 09-18: **“Authorizing the executive director to procure consulting services to redesign the Paving the Way construction project and road closure notification system”**

MORPC took over management of the Paving the Way construction project and road closure notification system from the City of Columbus in 2017. MORPC is now seeking to improve the operation of Paving the Way through development of a new database and new user interfaces, which will reduce the strain on limited staff resources while improving system functionality.

This resolution authorizes hiring a consultant to redevelop the Paving the Way system to operate more efficiently while also expanding its functionality and geographic reach. While the current Paving the Way system relies on manual input of data that is submitted via email and telephone calls, the new system will incorporate improved data organization, as well as new user interfaces for data input by public agencies and contractors and reporting to the public.

The resolution permits the agency to procure consulting services to redesign the Paving the Way construction project and road closure notification system up to a cost of \$100,000 to be spent from May 2018 through early Calendar Year 2019. MORPC’s 2018 budget includes this entire amount; however, because a software as a service solution may prove to be the best option, ongoing software licensing may be required in future years. Future costs will be considered in consultant selection and will be budgeted for as necessary.

AS/lsk

Attachment: Resolution 09-18

William Murdock, AICP
Executive Director

Matt Greeson
Chair

Rory McGuiness
Vice Chair

Karen J. Angelou
Secretary

RESOLUTION 09-18

“Authorizing the executive director to procure consulting services to redesign the Paving the Way construction project and road closure notification system”

WHEREAS, in order to provide timely information about ongoing road construction in order to alleviate traffic congestion for commuters in and around the region; and

WHEREAS, in 2017, responsibility for managing Paving the Way was transitioned from the City of Columbus to the Mid-Ohio Regional Planning Commission; and

WHEREAS, MORPC is now seeking to redevelop the Paving the Way system to operate more efficiently while also expanding its functionality and geographic reach; and

WHEREAS, the estimated cost of consulting services is up to \$100,000; and

WHEREAS, MORPC has outlined the scope of work in the Attachment; and

WHEREAS, a suitable consultant will be selected under MORPC’s procurement policies and procedures; and

WHEREAS, the scope of this activity was included in the SFY 2018 Planning Work Program approved by Resolution T-7-17; and

WHEREAS, the funds needed for this activity were included in the 2018 MORPC Budget approved by resolution 21-17; now therefore

BE IT RESOLVED BY THE MID-OHIO REGIONAL PLANNING COMMISSION:

- Section 1. That the executive director is hereby authorized to enter into an agreement with a consultant to redesign the Paving the Way construction project and road closure notification system in the amount not to exceed \$100,000.
- Section 2. That the executive director is authorized to approve extensions for performance of services under the foregoing agreement and change orders for amounts up to the financial authorization levels in the MORPC bylaws without further authorization from this Commission.
- Section 3. That the executive director is authorized to take such other action and execute and deliver such other documents as, acting with the advice of legal counsel, he shall deem necessary and appropriate to carry out the intent of this resolution.
- Section 4. That this Commission finds and determines that all formal deliberations and actions of this Commission concerning and relating to the adoption of this resolution were taken in open meetings of this Commission.

Rory McGuinness, Chair
MID-OHIO REGIONAL PLANNING COMMISSION

Effective date: April 12, 2018
Submitted by: Regional Data and Mapping Staff
Prepared by: Regional Data and Mapping Staff
Authority: Ohio Revised Code Section 713.21
For action date: April 12, 2018

Attachment: Scope of Work: Paving the Way System Redesign

REQUEST FOR PROPOSALS

PAVING THE WAY SYSTEM REDESIGN

The Mid-Ohio Regional Planning Commission (MORPC) is requesting proposals from interested and qualified firms within the United States to undertake a redesign of the Paving the Way construction project and road closure notification system.

MORPC is a voluntary association of local government communities in the 15-county Central Ohio region. 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 transportation, energy, data and mapping, development, the environment, and public policy. We assist our local government members by providing innovative solutions for the many challenges facing our growing region.

Firms interested in being considered must submit **five (5) printed copies and one (1) in the form of a jump drive in a PDF format**. Proposals will be received by MORPC until **12:00 pm (EDT), Friday, April 13, 2018**.

Submit proposals to:

Mid-Ohio Regional Planning Commission
Attn: Aaron Schill
111 Liberty Street, Suite 100
Columbus, OH 43215
aschill@morpc.org

Proposals must arrive in the MORPC offices prior to the proposal due date and time. Firms making proposals should take this into account when choosing a mail carrier. Facsimile submissions will not be accepted.

All questions must be submitted in writing and should be submitted via mail or email to Aaron Schill at aschill@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>.

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 Committee 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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DRAFT

Overview/Project Background

Paving the Way is a partnership of MORPC, the City of Columbus, the Ohio Department of Transportation (ODOT), and the Federal Highway Administration (FHWA) to provide information about ongoing road construction in order to alleviate traffic congestion for commuters in and around Columbus. Initiated in 1990, Paving the Way's mission is to improve planning of and communication about road construction projects in Central Ohio, and to reinforce important road safety principles.

Paving the Way works with various agencies to maintain the status of upcoming and ongoing construction projects. Most project updates come directly from the contractors working on them. The City of Columbus's permits specify that Paving the Way is to be contacted 72 hours (3 days) prior to any roadway lane closure and 120 hours (5 days) prior to any full roadway closure. Departments within the City of Columbus (e.g., Public Service, Public Safety, and Recreation & Parks) also provide construction and road closure data to Paving the Way. Agencies outside of Columbus sometimes notify Paving the Way of projects in their jurisdictions for good measure.

In the City of Columbus, Paving the Way is to be notified:

1. Freeways and Arterials
 - a. If there will be a full closure of either or both directions of traffic.
 - b. If ramps or multiple lanes will be closed.
 - c. When any restriction occurs or lasts into peak travel periods (5-9 a.m. and 4-6 p.m.).
2. Collector Streets (including non-arterial downtown streets)
 - a. If setting up a flagging operation or closing at least one direction of travel.
 - b. If restricting any of the traveled lanes long-term or during peak hours.
3. Residential Streets
 - a. If staging a full closure of either direction for more than a day.

The Paving the Way audience is eclectic, including government agencies, motorists, curious constituents, and businesses in Franklin County, Ohio, and to a lesser extent, contiguous counties. Paving the Way provides construction and traffic management information and education to motorists and pedestrians through such channels as its website, e-mail alerts, social media, printed material, the media, employers and businesses, and community groups. Members of the public often view it as beneficial for keeping track of projects, especially when something like weather may delay a project.

Paving the Way has a web domain of pavingtheway.org. The existing site contains a map of major projects, sign-ups for e-mail alerts, information on the various projects, FAQs, contact information, and various other resources. Mass e-mailing is built into the pavingtheway.org website, including the distribution lists.

In 2017, responsibility for managing Paving the Way transitioned from the City of Columbus to MORPC. Immediately following the transition, MORPC's primary objective was to maintain the system by ensuring up-to-date project information was available on the website. However, the processes by which project information is gathered and populated on the current site is very manual and time consuming. Contractors and public agencies submit project information via email or phone, and a MORPC staff person then reviews each submittal and enters relevant project information into the system.

MORPC is now seeking to redevelop the Paving the Way system to operate more efficiently while also expanding its functionality and geographic reach. MORPC envisions developing Paving the Way into a regional resource for road construction, closure, and traffic safety information serving communities throughout Central Ohio. The system redesign will consist of two primary components: database development and website and/or mobile application design. The proposals received by MORPC should address these components with equal importance. While the existing website is oriented entirely toward users seeking information about construction projects, the new website and/or application will also in-

clude an interface for contractors and public agencies to enter project information directly into the system. This direct data input will reduce the demand on MORPC staff resources, while also streamlining the process for users entering data, ultimately resulting in more projects making it into the system and more timely information updates.

Scope of services

Task 1 – Project Administration

- Prepare a detailed project work plan and schedule.
- Consultant will be expected to attend project meetings and provide updates at regular intervals to be agreed-upon prior to the project commencing.

Task 2 – Database Development

- Building on the structure established by the City of Columbus, develop a database schema and data fields to be collected for each project entered into the system.
- The database will primarily capture upcoming road closures, lane restrictions, and other construction activity. However, it should be designed such that it may be expanded to capture information about all stages of a transportation project, from initial planning through construction.
- Ideally, locational data for projects and detour routes will be formatted such that they may automatically populate online mapping (most likely using ArcGIS software).
- Consultant should make recommendations about database software and structure, and which fields will be required and which will be optional.
- Consultant must provide detailed documentation of the database and all its component parts.

Task 3 – PavingtheWay.org Site and/or Mobile Application

- In order to provide timely construction and road closure information, the Paving the Way system must become more automated than it has been in the past. Whereas project updates are currently submitted to Paving the Way via email or phone call and then entered by a MORPC staff person, the new system must allow for contractors and staff at various agencies throughout the region to enter and update information about their projects directly. Preferably, the system will be capable of ingesting project information via batch uploads and through an application programming interface (API).
- Communication of construction project and road closure data to external audiences should also become more automated, nuanced, and diverse. Currently, the public can subscribe to Paving the Way email and text updates or visit the website for information on projects and closures. While these options should remain and receive upgrades, the new system should also offer expanded communication options, including but not limited to in-app notifications and an API to share data dynamically through other sites.
- Multiple user types with varying permissions are envisioned for the system. In addition to internal users and administrators, at least two external user types have been identified:
 1. Users inputting and managing project information in the system. The system will need the ability to grant/restrict access to specific projects in the database for these users.
 2. Users seeking construction and closure information from the system. These users will need the ability to manage the updates they receive (e.g., frequency, geography, and format of updates).

The consultant will be expected to recommend the final set of user types and to develop appropriate permissions for each.

- When the City of Columbus was managing Paving the Way, they entered into partnerships with outside entities to share upcoming construction and road closure data. The new system should accommodate and improve the ability of outside organizations to access and incorporate Paving

the Way data into other applications. The consultant should also make a recommendation regarding the benefits of developing a stand-alone Paving the Way application versus relying on existing applications to communicate the data.

Task 4 – MORPC Staff Training

- The consultant will train selected MORPC staff on management and use of the new Paving the Way system. They will conduct training and generate leave-behind materials for updating material on the website and/or application, the database structure including adding/removing/editing fields and forms, and user administration; and will be available for questions and emergency editing needs.
- MORPC may also want the consultant to develop training materials (e.g., PDF instructions, recorded tutorial with screenshots) to ease adoption of the new system by external users.

Task 5 – System Testing and Launch

- The consultant will perform beta testing of the system prior to a full public launch. With the help of MORPC staff, key stakeholders will be engaged to test the new Paving the Way system. The consultant will develop beta testing scenarios that ensure testing occurs on the full range of system functionality.
- Following beta testing and prior to launch, the consultant will perform fixes to correct any bugs identified during the testing process.
- The consultant will remain available to perform additional fixes to the system for a period of one month following the system launch. Options for ongoing support and system maintenance should be detailed in the proposal.

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 fifteen (15) 8.5" x 11" pages (excluding tabs, dividers, etc.) and shall contain the following sections:

- A) Cover Letter
- B) Organization, Personnel, Experience & Project Management
- C) Consultant's Methodology/Work Plan
- D) List and Description of Deliverables
- E) Project Schedule
- F) Budget or Cost Proposal
- G) MORPC Disadvantaged Business Enterprise (DBE) Goal Compliance/Subcontracting

A.) Cover Letter

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

- 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.
- Amount of committed DBE participation.

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 by any State of Ohio department or agency.

B.) Organization, Personnel, Experience & Project Management

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 person working on the project and show their relationship to the firm and their affiliations. Listed below is information that is also required at the time of your proposal submission:

- Include any additional descriptive literature or information that is relevant to the specification and/or services proposed – that indicate unique qualifications, particular competence in this field of expertise, technical capabilities, proprietary techniques, or special resources.
- Identify any subcontracting that your firm will be using for the work, and detailed information for each subcontractor including name, location, scope of services, history of working with that firm, and contact information.
- A minimum of three (3) references for services comparable to the Scope of Services. Include each reference's name, address, project owner's representative, title, phone number, email, time period when services were rendered, and description of services rendered.

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 MORPC's and other stakeholders' 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 by September 30, 2018. If the consultant believes this will adversely affect the quality of the project, the consultant should explain why. Also, please see Section IV. Procurement Process for a detailed RFP timeline.

F.) Budget or Cost Proposal

Respondents must disclose all additional rates that may apply for additional functionality programming or post-project maintenance including non-routine services, labor, line items, subcontractors, software licensing and any other applicable visual communication or graphic design charges. Specifics should be provided as to definitions of routine versus non-routine tasks, what is fixed as opposed to variable, and how costs are adjusted according to that classification.

The proposer should be aware that the project is funded with U.S. DOT funds and will be subject to all the requirements thereby imposed. In addition, as U.S. DOT funds are administered by the Ohio Department of Transportation (ODOT), this project will be subject to all requirements imposed by ODOT.

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.

G.) MORPC Disadvantaged Business Enterprise (DBE) Compliance/Subcontracting

DBE Firm Participation

Working in cooperation with the Ohio Department of Transportation (ODOT), a 15 percent disadvantaged business enterprise (DBE) goal has been established for this contract per requirements of the U.S. Department of Transportation (USDOT). Respondents strongly encouraged to meet or exceed this goal, and this section should include a description of how the contractor will do so. DBE firms must be certified by a USDOT-authorized certification agency, such as ODOT. MORPC will expect contractors to meet the DBE percentage included in their contract and will require ongoing reporting of this percentage during the contract life. MORPC will also include DBE prompt payment requirements in all contracts.

List items of work that are proposed to be subcontracted for this project, the proposed utilization of the sub-contractor(s), the name(s) of the sub-contractor(s), and the percent of work expected to be performed by each. Discuss their qualifications and the basis for their selection

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
March 19, 2018	Proposal is posted on MORPC website for interested parties to retrieve.
April 13, 2018	Completed proposals due to MORPC by 12:00 p.m. (EDT)
April 16, 2018	Proposals will be opened at 2:00 p.m. (EDT)
April 16 – April 27, 2018	Evaluations of proposals.
April 30 – May 4, 2018	Oral presentations at MORPC, if required.
May 4, 2018	Evaluation Committee makes recommendation.
May 7 – May 9, 2018	Contact all proposers regarding awards to be made
May 7 – May 25, 2018	Contract preparation.
May 25, 2018	Contract finalized.
May 28, 2018	Project begins.

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. Clear, organized, and well-written proposal
 - d. Overall impression

- 2. Organization, Personnel, Experience & Project Management (20 %)**
 - a. Qualifications and experience of proposed personnel, including project manager
 - b. Relevant knowledge, skills & experience with the project
 - c. Experience working with similar organizations or public sector clients
 - d. Demonstrated capacity to do the work
 - e. **Commitment to working with disadvantaged vendors**

- 3. Technical Approach & Work Plan (45 %)**
 - a. Ability to meet the Scope of Services
 - b. Approach to study, including the ability to derive creative solutions. Clear description of elements of the work plan
 - c. Clarity and organization in concept development, including, but not limited to proposed data structure, management, and sharing; user interfaces; and system interoperability
 - 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 (25 %)**
 - a. Clarity of budget and congruence with RFP and proposed scope of work
 - b. Cost

Evaluation Committee

The Committee will 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. The Committee may waive minor defects which are not material when no prejudice will result to the rights of any other consultants or to the public.

The second step would include oral presentations. Depending upon the relative merits of the proposals, two or three of the consultants will be invited to give an oral presentation and respond to questions from an interview panel. The second step may be waived if the Committee finds from the evaluation in the first step that one team is clearly more qualified to perform the study than the other teams.

CLARIFICATION INTERVIEWS

At MORPC's option, the respondent may be required to answer questions about the proposal. The purpose of the interview is to provide clarification of information presented in the proposal. If interviews are necessary, MORPC will contact the respondent's authorized representative to schedule the time, date, and method of interview (e.g. in-person presentation, web meeting, or conference call). If in-person interviews are requested, the respondent must comply at no cost or obligation to MORPC. A respondent's refusal to make a presentation as described shall result in the respondent 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 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.

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

Compliance with US DOT Regulations

The project will be funded from federal transportation funds. Consequently, the consultant must comply with all U.S. Department of Transportation regulations pertaining to federal transportation planning studies and non-discrimination in federally-assisted programs.

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.