



MID-OHIO REGIONAL
MORPC
PLANNING COMMISSION

111 Liberty Street, Suite 100
Columbus, Ohio 43215
morpc.org

T. 614. 228.2663
TTY. 1.800.750.0750
info@morpc.org

COMMUNITY-BASED PLANNING ASSISTANCE: **REQUEST FOR ASSISTANCE FORM INSTRUCTIONS**

MID-OHIO REGIONAL PLANNING COMMISSION

The Mid-Ohio Regional Planning Commission (MORPC) accepts Requests for Assistance through Community-Based Planning Assistance (CBPA). Community-Based Planning Assistance is intended to be a process which streamlines the way communities can access the assistance services provided by MORPC. Through this approach, communities can more effectively and quickly get connected to the resources that are requisite to completing their desired projects and tasks so that – as a region – we can **grow better as we grow bigger**.

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.

This Request for Assistance Instructions provides guidance for communities to submit assistance requests and is available online through the [Community-Based Planning Assistance webpage](#). For any questions related to Community-Based Planning Assistance, please contact jmiller@morpc.org.

**Updated: September 1, 2023*

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I. BACKGROUND

Central Ohio is a region at an inflection point. With a projected population of 3.15 million residents by 2050 and recent large-scale economic development investments, Central Ohio Communities are facing unprecedented growth. The current rate of investments and growth is outpacing our communities' capacity to adequately envision – and plan for – their future. Increasing population growth can be seen through increased congestion on roadways, housing shortages, and stressed infrastructure. In order to maintain the affordable cost-of-living, efficient transportation systems, and quality municipal, township, and county services, our region's communities need to be proactive in planning for the future.

However, many of Central Ohio's communities lack the internal staff expertise or the time and fiscal resources required to engage in these long-range planning efforts. The current common practice for communities to engage in these plans is to hire external private-sector consultants to complete the work through traditional Requests-for-Proposal (RFP) processes. For communities, these processes are frequently time-consuming to the extent that they are forced to forestall these efforts in favor of immediate community concerns.

In response to the anticipated growth in the region and the barriers that communities face to engage in practicable planning solutions, MORPC has developed a Consultant Services Program to lower our member communities' burden – as well as the consultants' - of engaging in long-range planning activities.

The Consultant Services Program streamlines the RFP process for MORPC member communities by prequalifying consultants for long-range planning projects, drafting standardized RFPs on behalf of communities' project goals, interests, and budgets, creating a central repository for long-range planning RFPs, conducting initial reviews of Prequalified Consultant's Proposal Submissions, facilitating final presentations of proposals, and drafting/managing the project's contracts (including the facilitation of invoicing and payments between the consultants and the communities. MORPC's role in this arena will create the following benefits for communities and consultants:

- Free staff time for immediate, local needs by carrying the burden of drafting formal RFPs, performing initial reviews of Proposal Submissions, and drafting/managing the contract details, and
- Streamline the RFP response process by creating a singular repository for member RFPs, formatting all RFPs into a consistent format, prequalifying applicants in one-step to avoid duplication across Proposal Submissions, and enabling one point of contact for all questions related to proposals.

II. REQUEST FOR ASSISTANCE CONTENTS

The following sections are included in the online Request for Assistance Form.

SECTION 1. COMMUNITY INFORMATION

The following information will be needed with regards to the community requesting assistance.

1. Jurisdiction / Community Name
2. Jurisdiction / Community Type
3. Jurisdiction's Member Status with MORPC

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SECTION 2. POINT OF CONTACT INFORMATION

Please provide contact information for the main person who will be responsible for managing the request.

4. First & Last Name
5. Position / Title
6. Department
7. Phone Number
8. Email

SECTION 3. ASSISTANCE INFORMATION

This section relates to information about the Request for Assistance and includes an opportunity to upload any pertinent documentation.

9. Anticipated Program Need
This question relates to the specific Program that the community anticipates using. More information can be discussed during any follow-up meetings. Knowing the anticipated Program will help MORPC understand the needs of the community better.
10. Project Description
This question does not require any degree of specificity. This is to gain as much information up front as possible so that we can better address any requests for assistance. Fill out as much information as practicable.
11. Additional Information
12. Document Upload

III. 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.

MORPC retains the right to modify and change the requirements of Community-Based Planning Assistance. In such events, these Request for Assistance Instructions will be replaced by an updated version.

MORPC reserves the right to accept or reject any or all Requests for Assistance for any reason.

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MORPC shall not be liable for any costs incurred by the submitter of any Request for Assistance as a result of using MORPC's Community-Based Planning Assistance, or any costs incurred in connection with any discussions, correspondence or attendance related to the same.

All entities submitting a Request for Assistance are highly encouraged to notify their local Regional Planning Commission, if applicable.

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 that 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.