



MID-OHIO REGIONAL  
**MORPC**  
PLANNING COMMISSION

111 Liberty St., Suite 111  
Columbus, Ohio 43215  
www.morpc.org

**MID-OHIO REGIONAL PLANNING COMMISSION  
REQUEST FOR QUALIFICATIONS  
ATTRIBUTABLE FUNDING ONLINE APPLICATION  
DEVELOPMENT**

**DATE OF ISSUE:** March 1, 2024  
**DEADLINE:** March 15, 2024

**BACKGROUND:**

The Mid-Ohio Regional Planning Commission (MORPC) is seeking the submittal of qualifications from interested firms to assist with system upgrades for an existing online application tool for the upcoming MORPC attributable funding application cycle.

**SUMMARY AND APPROACH:**

As a metropolitan planning organization, MORPC administers a variety of funding programs allocated for transportation improvements. The attributable funding process is the application and selection process utilized by MORPC to award these funds throughout the Columbus Urbanized Area.

MORPC previously developed an online application tool through which communities submit and maintain their funding applications. The tool was developed using the NodeJS and Angular platforms. However, the last funding round was two years ago and the online application has not been used since then. MORPC anticipates that system maintenance and critical upgrades will be necessary to make the tool functional for this new funding round; although, the extent of maintenance and specific tasks are not known at this point. This application will need to be made available to potential applicants by May 6, 2024.

**SCOPE OF SERVICES:**

The selected consultant will be expected to assist with system improvements for the online funding application including, but not limited to, the following tasks:

- Work with MORPC staff to identify any errors that are preventing system access for users, as well as any other critical fixes and upgrades that are necessary;
- Based on this initial assessment, provide an itemized estimate of hours to complete each task;
- Set up a development environment to allow for development and testing of upgrades before publishing to production server;
- Examples of upgrades/fixes that may be required include:
  - Update dates and possibly other widgets in system;
  - Update inflation factors for project cost estimating functions;
  - Update some field and table references and add some new fields;
  - Confirm functionality of applicants saving work entered into the system and downloading submitted applications in PDF format;

**William Murdock, AICP**  
*Executive Director*

**Chris Amorose Groomes**  
*Chair*

**Michelle Crandall**  
*Vice Chair*

**Ben Kessler**  
*Secretary*

## RFQ

### Attributable Funds Online Application Development

#### Page 2

- Confirm ability to “pull forward” organization and application information from prior rounds and/or preload data into system for certain projects; and
- Confirm ability to view data through an administrative dashboard and download all data into easily usable form.
- With MORPC staff, test and deploy all upgrades to production server.

#### **DELIVERABLES:**

- Working online attributable funding application that meets agreed-upon functional requirements.

#### **BUDGET AND TIMING:**

The budget for this project may be up to, but shall not exceed, \$25,000, depending on the final scope of services. All system upgrades should be completed, tested, and live on the production version of the online application tool by May 6<sup>th</sup>, 2024.

#### **SUBMISSION INSTRUCTIONS:**

To be considered, qualifications must be in either emailed or PDF (jump drive) format. Submittals should be kept concise (no more than 5 pages total) and should include the following:

- Brief description of firm
- Listing of up to three (3) relevant past projects, with client point-of-contact
- Description and experience of key personnel (limited to staff who will work on the project directly)
- Rate sheet for key personnel and hour estimate range

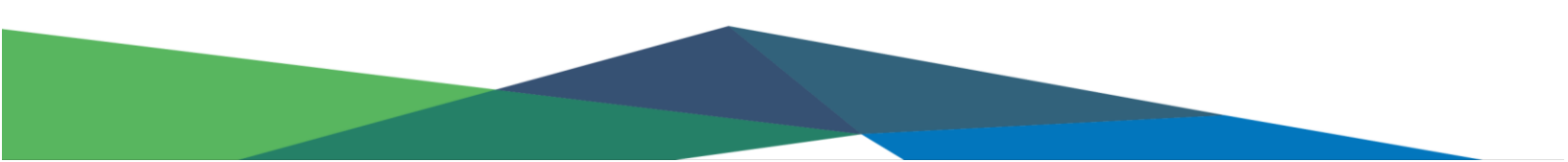
Submittals will be received by MORPC until 5:00 p.m. (EDT) Friday, March 15<sup>th</sup>, 2024.

#### **Submit Qualifications to:**

Mid-Ohio Regional Planning Commission  
Attn: Nick Gill, Transportation Study Director  
111 Liberty St. Suite 100  
Columbus, OH 43215  
ngill@morpc.org

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.

Small, minority-owned, or woman-owned businesses are strongly encouraged to apply.



**COMPLIANCE WITH U.S. DOT REGULATIONS**

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

