



MID-OHIO REGIONAL
MORPC
PLANNING COMMISSION

REQUEST FOR PROPOSALS

City of Columbus - Central Avenue Feasibility Study

The Mid-Ohio Regional Planning Commission (MORPC) is requesting proposals from firms to provide professional services for a feasibility study for the incorporation of bicycle infrastructure along the Central Avenue corridor between McKinley Avenue to Mound Street in the City of Columbus.

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.

Consultants interested in being considered must submit **all required proposal documents in a PDF format by email**. Proposals will be received by MORPC until **5:00 pm (ET), Friday, August 7, 2026**

Submit proposals to:

Mid-Ohio Regional Planning Commission
Attn: Dan Schmuhl
111 Liberty Street, Suite 100
Columbus, OH 43215
dschmuhl@morpc.org

All questions must be submitted in writing and should be submitted via email to Dan Schmuhl at dschmuhl@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.

Contents

I.	Overview/Project Background	4
II.	Scope of Services/Project Scope/Study Purpose & Approach	4
III.	Proposal Format.....	4
	A.) Cover Letter	5
	B.) Letter of Interest	5
	C.) Project Schedule	6
IV.	Procurement Process.....	6
	RFP Timeline	6
	Evaluation Criteria.....	7
	Evaluation Committee	9
	Oral Presentations	Error! Bookmark not defined.
	CLARIFICATION INTERVIEWS.....	9
	Selection and Negotiations.....	9
V.	ADMINISTRATIVE & ORGANIZATIONAL Elements.....	9
	Project Organization	9
	Reporting.....	Error! Bookmark not defined.
VI.	PROPOSAL TERMS & CONDITIONS.....	10
	GENERAL INFORMATION & REQUIREMENTS	10
	TITLE VI	11
	CONTRACTING REQUIREMENTS.....	11

I. OVERVIEW/PROJECT BACKGROUND

This study is to provide the City of Columbus with conceptual plans for bike infrastructure for Central Ave between McKinley Ave and Mound St. Several bike and pedestrian projects, including shared-use paths on Harrisburg Pike and on Town St, and the W Broad BRT are planned in the area. The objective is to provide a connection between these upcoming projects, creating a safe bike connection and transit-supportive infrastructure for the W Broad St BRT.

The study will result in a feasibility study with a recommendation for a preferred alignment and a planning-level cost estimate that can be used to identify potential funding. The feasibility study will identify potential red flags with the preferred alignment and make suggestions for project phasing, with costs divided by phase. The following Design Memos should be used for reference:

- Design Memo 6.01: On-Street Bike Facilities
- Design Memo 6.02: Shared Use Paths

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

See Attachment A for Scope of Services

Maximum Project Fee: \$80,000

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 that shall contain the following sections:

- A) Cover Letter
- B) Letter of Interest
- C) Project Schedule

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.

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.

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.

B.) LETTER OF INTEREST

1. Instructions for Preparing and Submitting a Letter of Interest

- a. Provide the information requested in the Letter of Interest Content (Item 2 below), in the same order listed, in a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material.
- b. Letters of Interest shall be limited to ten (10) 8½" x 11" single sided pages plus two (2) pages for the Project Approach (Item 2.e below).
- c. Please adhere to the following requirements in preparing and binding letters of interest:
 - i. Please use a minimum font size of 12-point and maintain margins of 1" on all four sides.
 - ii. Page numbers must be centered at the bottom of each page.
 - iii. Format to print on 8½" x 11" paper only.

2. Letter of Interest Content

- a. List the types of services for which your firm is currently prequalified by the Ohio Department of Transportation.
- b. List significant subconsultants, their current prequalification categories and the percentage of work to be performed by each subconsultant.
- c. List of the Project Manager and other key staff members, including key subconsultant staff. Include project engineers for important disciplines and staff members that will be responsible for the work, and the project responsibility of each. Address the experience of the key staff members on similar projects, and the staff qualifications related to any additional unique scope items, if any.

- d. Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to present workload, and the availability of the assigned staff.
- e. Provide a description of your Project Approach, not to exceed two pages. Confirm that the firm has researched the site and address your firm's:
 - i. Technical approach
 - ii. Understanding of the project
 - iii. Qualifications for the project
 - iv. Knowledge and experience concerning relevant ODOT and local standards, procedures and guidance documents
 - v. Innovative ideas
 - vi. Project specific plan for ensuring increased quality, reduced project delivery time and reduced project costs.

Items a. thru d. must be included within the 10-page body of the LOI. Remaining space within the ten (10) pages may be utilized to provide personnel resumes or additional information concerning general qualifications.

C.) PROJECT SCHEDULE

See Attachment A for project schedule

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
July 17, 2026	Proposal is posted on MORPC website for interested parties to retrieve.
August 7, 2026	Completed proposals due to MORPC by 5:00 p.m.
August 7 – August 21, 2026	Evaluations of proposals.
August 14 – August 21, 2026	Oral presentations at MORPC, if required.
August 24, 2026	Evaluation Committee makes recommendation.
August 24, 2026	Contact all bidders regarding awards to be made
August 24 – September 4, 2026	Contract preparation and fee negotiation.
September 8, 2026	Contract finalized.
September 8, 2026	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

Project: City of Columbus – Central Avenue Feasibility Study

PID:

Project Type: Feasibility Study

District: 6

Firm Name:

Category	Total Value	Scoring Criteria	Score
Management & Team			
Project Manager	10	See Note 1, Exhibit 1	
Strength/Experience of Assigned Staff including Subconsultants	25	See Note 2, Exhibit 1	
Firm's Current Workload/ Availability of Personnel	10	See Note 4, Exhibit 1	
Consultant's Past Performance	30	See Note 3, Exhibit 1	
Project Approach	25		
Total	100		

Exhibit 1 - Consultant Selection Rating Form Notes

1. The proposed project manager for each consultant shall be ranked, with the highest ranked project manager receiving the greatest number of points, and lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manager's experience on similar projects and past performance for MORPC and other agencies. The selection committee may contact ODOT and outside agencies if necessary. Any subfactors identified should be weighed heavily in the differential scoring.

Differential scoring should consider the relative importance of the project manager's role in the success of a given project. The project manager's role in a simple project may be less important than for a complex project, and differential scoring should reflect this, with higher differentials assigned to projects that require a larger role for the project manager.

2. The experience and strength of the assigned staff, including subconsultant staff, should be ranked and scored as noted for Number 1 above, with higher differential scores assigned on more difficult projects. Any subfactors identified in the project notification should be weighed heavily in the differential scoring.

As above, other agencies may be contacted.

3. The consultant's past performance on similar projects shall be ranked and scored on a relative, differential scoring type basis, with the highest ranked consultant receiving a commensurately greater number of points. The selection team should consider ODOT Consultant Evaluation Scores (CES) performance ratings if available and consult other agencies as appropriate. The use of CES ratings shall place emphasis on the specific type of services requested.

The differential scoring should consider the complexity of the project and any subfactors identified in the project notification.

4. The consultant's workload and availability of qualified personnel, equipment and facilities shall be ranked and scored on a relative, differential scoring type basis. The scoring shall consider quantifiable concerns regarding the ability of a firm (or firms) rated higher in other categories to complete the work with staff members named in the letter of interest.

Evaluation Committee

The Committee will conduct an 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 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 conference call). The interview will be within two weeks of notification. The interview will be given by the Committee. If in-person interviews are requested, the consultant must comply at no cost or obligation to MORPC. 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 again fail, the same procedure shall be followed, with each of the next most qualified firms 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. ADMINISTRATIVE & ORGANIZATIONAL ELEMENTS

PROJECT Organization

The technical components of the study will be prepared by a consultant to be selected through the RFP process. The consultant will work with the Project Manager of MORPC to coordinate routine exchange of data and overall project supervision.

Role of MORPC

MORPC and the public agency for whom services are being provided will manage the entire study. MORPC conducts the RFP process and will, together with the Committee, select the consultant to perform the study as described in this scope. MORPC and the public agency will also provide limited assistance to the consultant in the various tasks of the project scope as described in section II.

Role of the Consultant

The consultant is to conduct a technical and institutional assessment as outlined in the described tasks along with cost estimates.

VI. 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.

TITLE VI

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, creed, religion, ancestry, national origin, gender or sex (including pregnancy, gender identification or expression, and sexual orientation), gender identity or expression, age (including federally protected 40 years or older), disability or other handicap, genetic information, marital/familial status, military status (past, present or future), limited English proficiency, medical conditions, or income 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.

Attachment A

Proposed Scope of Work

Central Ave from McKinley Ave to Mound St

General

This study is to provide the City of Columbus with conceptual plans for bike infrastructure for Central Ave between McKinley Ave and Mound St. Several bike and pedestrian projects, including shared-use paths on Harrisburg Pike and on Town St, and the W Broad BRT are planned in the area. The objective is to provide a connection between these upcoming projects, creating a safe bike connection and transit-supportive infrastructure for the W Broad St BRT.

The study will result in a feasibility study with a recommendation for a preferred alignment and a planning-level cost estimate that can be used to identify potential funding. The feasibility study will identify potential red flags with the preferred alignment and make suggestions for project phasing, with costs divided by phase. The following Design Memos should be used for reference:

- Design Memo 6.01: On-Street Bike Facilities
- Design Memo 6.02: Shared Use Paths

The primary objectives of this study:

- Identify and evaluate feasible alignment and design alternatives for a safe, accessible and bikeway connection along Central Ave.
- Analyze physical, operational, and community barriers that currently impede connectivity along this corridor and between McKinley Ave and Mound St.
- Assess existing traffic operations and safety conditions to inform alternative development.
- Develop order-of-magnitude cost estimates and a phasing framework for the preferred alternative.

Tasks & Deliverables

Existing Conditions Analysis

The Consultant shall conduct a baseline review of existing conditions within the study corridor to establish the foundation for alternatives development. This task shall include, but is not limited to:

- Inventory of roadway infrastructure, lane configurations, posted and operating speeds, and intersection control.
- Crash history review identifying frequency, type, severity, and spatial patterns of crashes within the study area.
- Pedestrian and bicycle infrastructure inventory including sidewalk conditions, crosswalk locations, and existing or planned bike facilities.
- Review of on-street parking supply and utilization where applicable.
- Review of planned infrastructure and development projects in area that may impact project feasibility.
- Review of transit routes, stops, boardings and alightings.
- Analyze and document physical, operational, and community barriers that currently limit safe and convenient connectivity along Central Ave between McKinley Ave and Mound St.

The City will provide data for future development in the study area, transit boardings and alightings, and relevant studies.

Preliminary Alternatives Analysis

Develop two preliminary alternatives for bike infrastructure on or near Central Ave between McKinley Ave and Mound St including the following:

- Protected bikeway from McKinley Ave to Mound St
- Alternative bike route and infrastructure on or near Central Ave connecting from McKinley Ave to Mound St/Harrisburg Pike.
- Present an evaluation of the alternatives against criteria including safety, mobility, feasibility, cost, and alignment with City design documents.

Community and Stakeholder Engagement

City staff will conduct community and stakeholder engagement and prepare a report of engagement findings. Consultant will use engagement to inform preferred alternative alignment and final feasibility study report.

Preferred Alternative Alignment and Conceptual Layout

Develop an alignment with conceptual layout based on an identified preferred alternative. Layout would incorporate potential lane configurations, illustrative typical sections (cross-section diagrams) depicting proposed bike facility type and lane widths for representative segments. Conceptual layouts would be prepared at a planning/schematic level of detail and are not intended to serve as engineering drawings.

Preliminary Constraints Analysis

Conduct a high-level red flag analysis to identify potential challenges with the preferred alternative alignment that may impact feasibility, cost, or phasing. This may include identifying locations where additional right-of-way is anticipated, locations of potential utility conflicts, and potential areas where grading may be necessary. The analysis will review readily available data and existing conditions and is not intended to replace detailed engineering investigation.

Cost Estimate

Develop a planning-level cost estimate based on the preferred alternative alignment and constraints analysis.

Feasibility Study Report

Prepare a report documenting study findings, including existing conditions, crash history, barrier inventory, alternatives considered, community and stakeholder engagement, conceptual layout for preferred alignment, potential constraints, and planning-level cost estimate. The report will be prepared at a planning level of detail and is not intended to serve as an engineering document.

Project Milestones and Administration

Project Management

Consultant and city staff will meet on a bi-weekly basis throughout the duration of the project. Consultant will meet with Department of Public Service leadership in up to five additional meetings. Consultant will provide documentation of all project meetings and monthly progress updates throughout the project.

Preliminary Project Timeline

Project Kickoff: August 2026

Preliminary Alternatives Analysis: August – September 2026

Preferred Alternative Alignment and Conceptual Layout: October – December 2026

Preliminary Constraints Analysis and Cost Estimate: December 2026 – March 2027

Feasibility Study Report: April 2027 – June 2027