



REQUEST FOR PROPOSALS: 21-7-22-9

REQUEST FOR PROPOSALS (RFP)

PANDEMIC RECOVERY STRATEGIC ACTION PLAN FOR GREENE COUNTY, OHIO

ISSUE DATE: July 23, 2021

SUBMISSION DATE: September 12, 2021 and 12:00 PM (Local Time)

SUBMISSION LOCATION: Greene County Department of Development
61 Greene Street
Xenia, Ohio 45385
(937) 562-5007

RFP POINT OF CONTACT: Jeff Gord, Economic Development Coordinator
Greene County Department of Development
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PLEASE CONTACT THE GREENE COUNTY DEPARTMENT OF DEVELOPMENT FOR ASSISTANCE AS SOON AS POSSIBLE IF YOU ARE A PERSON WITH A DISABILITY NEEDING A REASONABLE ACCOMMODATION TO PARTICIPATE IN THIS PROCUREMENT PROCESS.

TABLE OF CONTENTS

PROJECT OVERVIEW.....	1
COMMUNITY PROFILE.....	1
AGENCIES OF FOCUS.....	2
SCOPE OF SERVICES.....	2
PROPOSAL SUBMISSION.....	3
SELECTION PROCESS.....	4
PROPOSED SCHEDULE.....	5
DISCLAIMERS.....	5

PROJECT OVERVIEW

The Greene County Department of Development (Department) is issuing this Request for Proposals (RFP). The County seeks to retain the services of a qualified consultant firm or group of consultants to carry out a planning process to empower the Department to further its mission in the County. This effort will require close coordination with the Department and representatives of the communities and partners it serves.

The Department seeks to enhance the workforce of the County, the County's tax base, and the wealth of its residents and businesses in an equitable manner. To maintain and grow its resilient economy, Greene County needs all its component parts, from communities to businesses to schools, to be fully engaged and well-coordinated.

Therefore, the County's plan must consider the roles of its many local economic and workforce development partners to create a coherent development strategy informed by lessons learned from the COVID-19 Pandemic.

Proposals will be evaluated for evidence of the respondent's ability to meet the stated project goals, including the aggressive timeline, and to implement a planning process to the scoring criteria listed in this RFP and a formal presentation if selected as a finalist. The identified partner will move forward with negotiations to enter into an agreement with the County to begin implementation of the scope of work identified in this RFP and the negotiated terms.

COMMUNITY PROFILE

Greene County, Ohio is a geographic region comprised of 416 square miles and a population of approximately 169,000 people. It borders Dayton, Ohio, in southwestern Ohio. Greene County has unique assets and factors that impact efforts to model its economic performance. Primary among these factors is the large economic influence of the Wright Patterson Air Force Base and the high-tech contracts it supports. In addition, the County hosts diverse geography that includes urban, suburban, and rural communities, as well as industrial, commercial, and agrarian economies.

Greene County

Demographic and geographic information available at:

<https://www.census.gov/quickfacts/fact/table/greenecountyohio/INC110219>

<https://www.greenecountyohio.gov/633/Maps>

AGENCIES OF FOCUS

The Greene County Department of Development promotes community and economic development within the County. Working with local jurisdictions, the Greene County Department of Development works to retain, expand, and attract new jobs and businesses in the Greene County region while promoting and initiating community development improvement projects to enhance the quality of life for Greene County residents.

Below is a list of the agencies that this plan will directly impact.

1. Greene County Department of Development
 - a. Economic Development
 - b. Community Development
 - c. Convention and Visitors Bureau
2. County Permitting Agencies
3. Greene County Community Improvement Corporation (CIC)
4. Greene County Port Authority

SCOPE OF SERVICES

An ideal planning process would engage a selection of stakeholders and incorporate their feedback to generate a set of deliverables. The chosen respondent will need to conduct a variety of services to complete the process. Services include the items listed below.

1. Analyze the Greene County Department of Development's risks and aspirations coming out of the COVID-19 pandemic
2. Determine the best ways for the Department to aid its partners in workforce and economic development
3. Articulate the Department's values and priorities to inform future decision making
4. Develop an action plan with short-term and long-term goals and objectives for each agency
5. Build a set of recommended benchmarks and performance measures

Elements that may be required in the final plan include, but are not limited to, the list below.

1. Recommendations for strategic community development
2. Best Practices and competitive analysis for Greene County Convention and Visitors Bureau
3. Best practices, competitive analysis, and implementation strategy for Economic Development, the CIC, and the Port Authority
4. Recommendations for economic resilience
5. Economic value assessment of the County's green space and rural areas
6. Analysis and recommendations for Greene County's permitting process
7. Consensus from schools and local economic development organizations for County incentive strategies
8. Values and priorities for future decisions

PROPOSAL SUBMISSION

The Greene County Department of Development will receive sealed hardcopy proposals until 12:00 PM (local time) on September 12, 2021. Only those proposals received prior to or on the submission date and time will be formally considered.

Questions relating to definitions, interpretations, information, and/or requests for clarification must be made in writing on or before August 30, 2021, at 12:00 PM (local time) and directed via e-mail to:

Jeff Gord, Economic Development Coordinator
Greene County Department of Development
jgord@co.greene.oh.us

No questions will be accepted after the deadline for questions has passed. Responses to questions or requests for clarification regarding this RFP will be issued in writing as an addendum and posted at:

<https://www.greenecountyohio.gov/1568/Department-of-Development>

Any such addenda shall be issued by September 3, 2021, at 12:00 PM (local time) and shall be considered part of the RFP.

All hardcopy proposals should outline the interested parties' qualifications and ability to meet the goals, objectives, and requirements illustrated below. To achieve a full, fair, and uniform review process, all proposals must include five (5) hardcopy originals and one (1) electronic copy of the proposal that include the following components in order to be judged responsive to this RFP:

1. Letter of Interest. This single-page letter will summarize, in a brief and concise manner, the consultant's understanding of the scope of work.
2. Personnel profile. Identify individuals and include brief resumes listing qualifications of key personnel who would be assigned to this project, and describe the anticipated roles of consultant team members in the project.
3. Qualifications. Include descriptions of the team's experience in a few select projects.
 - a. Include three (3) references and contact information.
 - b. Include three (3) separate strategic plans the firm has completed for distinct communities if possible.
4. Approach to the Project. Provide a narrative describing the firm's approach to accomplishing the project.
5. Cost and Compensation. Provide a detailed outline of the cost for completing the scope of work. This should include time and material costs and a not-to-exceed figure as well as all other costs that may be incurred for the delivery of services requested.

SELECTION PROCESS

The Department of Development will rate the proposals based upon the merits of the written proposal and the qualifications and experience of the consultant.

Proposals will be evaluated on:

- Demonstrated expertise and experience in completing similar types of projects
- Knowledge of regional economic forces and successful local strategies
- Relevance of project approach to the needs of the Department
- Capability to meet schedule and budget constraints
- Evaluation of references and past plans
- Demonstrated expertise adapting the planning process to complement the goals and plans of other organizations
- Consultant team member qualifications
- Demonstrated experience conducting a flexible planning process sensitive to stakeholder feedback
- Overall value of the proposal and proposed services
- Other issues that may arise during the selection process

Department and other key staff members will decide if any additional review is necessary after completing the evaluation process. The review team may contact firms for interviews. The review team will determine the most qualified firm to be selected, at which time a final discussion of the Scope and Fee for the work to be performed will be determined.

The Department reaffirms its right to make any selection it deems prudent, and responding firms or individual participants acknowledge through their participation that such selection is not subject to protest or contest.

The successful consultant team selected will perform a variety of duties as agreed upon in the final negotiated Scope of Work. The selected consultant and the Department will finalize the contract terms and conditions. If the Department and the selected consultant are unable to agree on terms and conditions at this point, the Department may exercise its right to negotiate with other consultants.

The final contract or agreement shall be subject to approval by the Greene County Board of Commissioners.

PROPOSED SCHEDULE

- Deadline for proposals: September 12, 2021
- Required encumbrance of grant funds: December 31, 2021
- Project Completion Date: 2022

DISCLAIMERS

Greene County reserves the right to evaluate all submitted proposals and to move forward with the submission deemed to be in the best interest of the County. The County may, in their sole and absolute discretion, accept or reject, in whole or in part, for any reason whatsoever any or all proposals; re-advertise this RFP; postpone or cancel at any time the RFP process; waive any informalities or irregularities in the process; negotiate with any party; and/or request additional information if it so desires.

Proposals not submitted on time and/or that do not conform to the RFP requirements will not be considered. The County may determine, at its sole discretion, whether any aspect of the proposal satisfies the criteria established in this RFP. In all cases, the Greene County Board of Commissioners shall have no liability to any contractor for any costs or expenses incurred in connection with this proposal or otherwise.

The County will allow a proposer's representative bearing proper authorization and identification to sign for, receive, and withdraw the proposer's unopened proposal prior to the submission deadline. A firm wishing to modify his/her proposal may do so by withdrawing the initial submission and then submitting a modified proposal prior to the deadline. Neither the staff nor the facilities of the County will be available to assist a proposer desiring to make modifications. It will be the proposer's responsibility to make all modifications. The County may conduct discussions with persons submitting proposals for the purpose of clarification to assure full understanding of and responsiveness to the solicitation requirements. The County reserves the right to cease all contract preparation activities at any time and to reject all proposals if such action is determined to be in the best interest of the County.

The issuance of this RFP and any subsequent response by a respondent does not create a binding obligation on the part of the County to enter into any form of agreement or contract or to pay any costs assisted with the preparation of responses or submittals with the respondent for the development of a broadband network, delivery of products and services, or otherwise. Nor shall the RFP in any way create an association, partnership, or joint venture among the respondents and the County.

The selected respondent will not be allowed to substitute any members without prior written approval by the Department. The Department, at its sole discretion, reserves the right to accept or reject proposed changes to the project team. Team members may participate in multiple team submittals.

The County will not pay for any information requested, and all responses submitted become the property of the Greene County Board of Commissioners. Responses will not be returned and

may be subject to disclosure pursuant to state open records statutes. If a respondent believes that any portion of its response includes proprietary or other confidential information, it must be clearly labeled “Confidential Information,” and the respondent must state the basis for the claim to confidential treatment. To the extent permitted by law, the County will treat such information as confidential and will not disclose it to a third party without prior notification and authorization.