



REQUEST FOR PROPOSALS

Technical Assistance for
Guernsey County Opportunity Zone
#39059977900

October 18, 2022

Ohio Mid-Eastern Governments Association
326 Highland Avenue, Suite B
Cambridge, Ohio 43725
Phone: (740) 439-4471
Email: escurti@omegadistrict.org
Website: www.omegadistrict.org

SECTION 1: Basics of the Request for Proposals

1.1 INTRODUCTION

The Ohio Mid-Eastern Governments Association (OMEGA) is requesting proposals for a CONSULTANT to provide Opportunity Zone project development assistance to local government officials and economic development professionals representing Byesville and Guernsey County. The CONSULTANT will provide a critical role in assessing the feasibility of transitioning the Byesville Elementary School building (212 Main St., Byesville, OH 43723) into a business incubator and marketplace that complements the strong momentum of capital investment and business creation in Downtown Byesville in recent years. The 3-story building is over 100 years and contains approximately 8,000 square feet of useable space. The school's location within an Opportunity Zone on the edge of the historic downtown will conceivably allow it to serve as a gateway into the downtown district. In addition to the requested consulting services specified herein, the elementary school project was recently selected for an overall regional market and space analysis under the Opportunity Appalachia program ([Opportunity Appalachia 2022 – 2024 – Appalachian Community Capital \(appalachiancommunitycapitalcdfi.org\)](https://www.appalachiancommunitycapitalcdfi.org)). OMEGA's selected CONSULTANT will be expected to work collaboratively with the Opportunity Appalachia consulting team.

In addition to the school analysis, the CONSULTANT will analyze the entire Opportunity Zone and consult with local economic development professionals, elected officials, and other stakeholders on appropriate strategies to encourage and attract investments to the Opportunity Zone. The CONSULTANT will analyze key development sites within the Opportunity Zone, recommend various development strategies, and create a general Opportunity Zone marketing prospectus to aid local officials' marketing of the zone and its key development sites. The CONSULTANT will also assess how the zone might best align with emerging proposals to Ohio's Appalachian Community Grant (ACG) program. As ACG is encouraging regional transformative projects in the areas of healthcare, workforce development, and downtown revitalization, the CONSULTANT should recommend how certain assets and/or real estate development opportunities throughout the zone align with concepts throughout the Eastern Appalachian region of Ohio.

OMEGA will consider submissions from firms, persons, or any combination thereof (i.e. groups) to serve as the CONSULTANT.

1.2 PROCURING AND CONTRACTING AGENCY

This Request for Proposals (RFP) is being issued by OMEGA, which is the sole point of contact during the selection process. The person(s) responsible for managing the procurement process is Evan Scurti, Senior Development Specialist for OMEGA.

1.3 SCOPE OF WORK

Proposals will need to include the CONSULTANT's approach and general ability to perform the following core tasks:

- **Exterior and Interior Architectural Renderings** – Based on the overall Needs Assessment emerging from the Opportunity Appalachia consulting process, the selected CONSULTANT should present preliminary design renderings that align with the identified needs and opportunities (incubator space, public marketplace, etc.). The renderings will be utilized by Village officials to advance the incubator/marketplace concept into subsequent development phases.
- **Incubator/Marketplace Financial Structuring** – Based on the recommended operating model and pro forma emerging from the Opportunity Appalachia consulting process, the CONSULTANT should provide detailed analysis of the “Capital Stack,” for building renovation and start-up, paying specific attention to relevant grant and loan programs and various tax credit programs (Appalachian Community Grant program, Vibrant Communities, Historic, New Markets, Opportunity Zone, etc.) that will strengthen the pro forma. The CONSULTANT should provide specific program information that guides the facility development team into seamless grant, loan, and tax credit application processes.
- **General Opportunity Zone Analysis for Alignment with the Appalachian Community Grant (ACG) Program** – Guernsey County's leaders, in partnership with other local officials throughout the region, are considering various project concepts for submission to ACG. The CONSULTANT will join these discussions and specifically recommend how Guernsey County's Opportunity Zone aligns with current project concepts or presents other unique opportunities that should be considered for ACG submission.
- **Industrial and Commercial Site Development Strategies and Zone Prospectus Development** – The selected CONSULTANT shall analyze key development sites, as identified by local government and economic development officials, and offer highest and best use analyses, marketing, and financing strategies to enable sites to reach their development and job creation potential. The CONSULTANT shall also develop a general marketing prospectus for local officials to use (via print and digital mediums) to market the attributes of the opportunity zone.
- **Monthly Progress Reports and Status Meetings** – The selected CONSULTANT shall e-mail monthly progress reports to OMEGA's Project Manager and participate in monthly status meetings (virtual or in-person) with OMEGA and local leaders.
- **Stakeholder Meetings** – The selected CONSULTANT in conjunction with OMEGA and local officials will organize and facilitate a minimum of two in-person stakeholder meetings during the course of this project.

1.4 QUESTIONS AND CLARIFICATIONS

Any questions concerning this RFP may be submitted by email on or before November 7, 2022 as follows:

Evan Scurti
Senior Development Specialist
Ohio Mid-Eastern Governments Association
escurti@omegadistrict.org

Entities are expected to raise any questions, exceptions, or additions they have concerning the RFP document or its requirements at this point in the RFP process. If an entity discovers any significant ambiguity, error, conflict, discrepancy, omission or other deficiency in this RFP, the entity should immediately notify OMEGA.

1.5 SUBMISSION REQUIREMENTS

Proposals should be limited to no more than 20 pages including references and qualifications and should include the following:

- General Approach to Meeting the Objectives within the Scope of Work
 - Schedule with Milestones
 - Total cost to complete the Scope of Work to include labor, expenses such as travel, supplies, and other miscellaneous costs needed to complete the Scope of Work.
 - Point of contact
 - Qualifications
 - Minimum of five references with contact name, phone number, e-mail address and brief description of work performed
- A. Qualifications, Experience, and Capabilities.** Describe the qualifications and capabilities of implementing the scope of services. Include qualifications associated with rural and/or Appalachian economic development project-level planning and consulting. Include knowledge and familiarity with the people and socio-economic conditions of the Appalachian Ohio region. Include project summaries of relevant projects completed.
- B. Key Staff Assigned to Project.** Include resumes of key staff assigned to this project and provide an organizational chart identifying personnel assigned to this proposal, including their roles and anticipated level of involvement. Personnel identified in the proposal must be the principal staff that will work with OMEGA and represent the majority of hours billed.
- C. Company History (if applicable).** Provide overview of company including but not limited to:
- Legal name of business
 - Identification of parent companies, subsidiaries, and affiliates
 - Years in business
 - Names, addresses, position of all persons having a financial interest in the company
 - State of formation

- Number of employees
- Licenses and certifications relevant to the described work

All proposals are due by **4:00 PM** on, **November 14, 2022** by **e-mail only** to:

Evan Scurti
Senior Development Specialist
Ohio Mid-Eastern Governments Association
escurti@omegadistrict.org

Late proposals will **not** be accepted.

1.6 SELECTION SCHEDULE

<u>DATE</u>	<u>EVENT</u>
October 18, 2022	Issuance of the RFP
November 7, 2022	Last day for submitting inquiries
November 14, 2022	Proposals due
December 6, 2022	Notification of Selected Consultant

SECTION 2: Proposal Procedure & Entity Information

2.1 GENERAL INSTRUCTIONS AND INFORMATION

The evaluation and selection of the CONSULTANT will be based on the information submitted in the entity’s proposal including relevant experience and creative approach to the scope of work. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a response. Entities should respond clearly and completely in regard to all requirements. Entities must be as concise as possible with respect to presenting a clear and complete proposal.

2.2 DEVIATION AND EXCEPTIONS

Deviations and exceptions from terms, conditions, or specifications from this RFP shall be described fully on the entity’s letterhead, signed, and attached to the response. In the absence of such statement, the proposal shall be accepted as in strict compliance with all terms, conditions, and specifications and the entity shall be held liable.

2.3 AFFECTIVITY OF OTHER MEDIA

This RFP is the official media governing proposal procedures. No other documents, letters, or oral instructions shall have any influence whatsoever, unless incorporated by reference herein, or unless an official AMENDMENT is made to this document by OMEGA.

SECTION 3: Non-Discrimination

No person in the United States must, on the ground of race, color, national origin, handicap, age, religion, or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity receiving Federal financial assistance.

To effectuate compliance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d *et seq.*); as amended, OMEGA is required to include the following in any solicitation or contract and these provisions will be incorporated into the contract between OMEGA and the selected consultant (CONSULTANT). The CONSULTANT will need to abide by these provisions:

1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d *et seq.*) and DOC implementing regulations published at 15 C.F.R. Part 8 prohibiting discrimination on the grounds of race, color, or national origin under programs or activities receiving Federal financial assistance.
2. Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681 *et seq.*) prohibiting discrimination on the basis of sex under Federally assisted education programs or activities.
3. The Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12101 *et seq.*) prohibiting discrimination on the basis of disability under programs, activities, and services provided or made available by State and local governments or instrumentalities or agencies thereto, as well as public or private entities that provide public transportation.
4. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), and DOC implementing regulations published at 15 C.F.R. Part 8b prohibiting discrimination on the basis of handicap under any program or activity receiving or benefiting from Federal assistance. For purposes of complying with the accessibility standards set forth in 15 C.F.R. § 8b.18(c), non-federal entities must adhere to the regulations, published by the U.S. Department of Justice, implementing Title II of the Americans with Disabilities Act (ADA) (28 C.F.R. part 35; 75 FR 56164, as amended by 76 FR 13285) and Title III of the ADA (28 C.F.R. part 36; 75 FR 56164, as amended by 76 FR 13286). The revised regulations adopted new enforceable accessibility standards called the “2010 ADA Standards for Accessible Design” (2010 Standards), which replace and supersede the former Uniform Federal Accessibility Standards for new construction and alteration projects.
5. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 *et seq.*), and DOC implementing regulations published at 15 C.F.R. Part 20 prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance.
6. Any other applicable non-discrimination law(s).

SECTION 4: Proposal Evaluation & Acceptance

4.1 EVALUATION AND SELECTION

All qualified proposals submitted in accordance with the terms of the RFP will be evaluated to determine the most responsive entity. A uniform selection process will be used to evaluate all proposals.

OMEGA staff will review and evaluate all proposals received in response to this Request for Proposals. Interviews with short-listed firms may be conducted. OMEGA will reserve the right to include local public officials and economic development professionals in the review and interview processes. Based upon this evaluation, OMEGA staff will make a recommendation to the OMEGA Executive Board for review and approval.

4.2 SELECTION CRITERIA

Proposals will be evaluated and ranked based on the selection criteria outlined below. OMEGA may ask the top ranked firms, groups, or persons to interview as part of the evaluation process. After the conclusion of the evaluation process, the firms, groups, or persons will be ranked in priority order with the highest-ranking firm, group, or person being selected to negotiate a contract and scope of services with OMEGA. If a contract satisfactory to both parties cannot be negotiated, OMEGA will then enter into negotiations with the next highest ranked firm, group, or person and so on until an agreement is reached.

In the event OMEGA elects to negotiate a contract with a selected firm, group, or person, OMEGA reserves the right to negotiate such terms and conditions of the contract, including, but not limited to scope, role, price, and staffing which may be in the best interests of OMEGA. The selected firm, group, or person shall provide written proof of insurance coverage for personal injury and property damage, including comprehensive general and automobile liability and contractual liability.

OMEGA will evaluate proposals based upon the following criteria:

- Experience and ability to successfully complete the scope of work
- Demonstrated experience with local economic development projects, especially the facilitation of innovative development concepts in distressed Appalachian downtowns
- Familiarity with, and work experience in, Ohio's Appalachian counties
- Ability to complete the Scope of Work within an eight-month period and within the proposed budget (up to \$75,000.00).

4.3 RIGHTS RESERVED

OMEGA reserves the right, in its sole discretion, to reject all submissions, reissue a subsequent RFP, terminate, restructure, or amend this procurement process at any time. Evaluation criteria contained herein shall be used in evaluating interested firms, groups, or persons for selection. OMEGA may contact any RFP respondent after receiving its submittal to seek clarification on any portion thereof. OMEGA reserves the right to request additional information from any RFP respondent if OMEGA deems such information necessary to complete an evaluation. OMEGA reserves the right to select several consultants to perform tasks under the contract. All RFP material submitted to OMEGA becomes property of OMEGA and will not be returned to the RFP respondents.