



Request for Proposals

Buckeye Hills Regional Council CARES Act Funding Assistance for Former AEP Muskingum River Plant Redevelopment (Muskingum River Industrial Park)

Summary and Background

Buckeye Hills Regional Council (BHRC) is a council of governments established in 1968 to serve the counties of Athens, Hocking, Meigs, Monroe, Morgan, Noble, Perry and Washington in Ohio. Buckeye Hills administers funding from multiple State and Federal sources in the areas of community and economic development, transportation planning and aging services in order to address the needs of member communities.

To help mitigate the impacts of the coronavirus pandemic on communities and vulnerable populations in rural Ohio, the U.S Economic Development Administration (EDA) has allocated federal CARES Act funding to provide for services and activities necessary to help recover from and prepare for coronavirus related damages.

The purpose of this project is to provide visioning and planning for reuse of the former AEP and AMP power plants along the Muskingum River. The sites were recently acquired by the Southeastern Ohio Port Authority and are major regional assets. With proper redevelopment, these centrally located sites can become economic and employment hubs for the county and the region. Safe, well paying, local jobs are crucial to the economic resiliency of the county. Securing this project plan ensures Washington County has actionable steps to move forward while mitigating the effects of the COVID-19 pandemic.

More information on the site here: [Southeastern Ohio Port Authority's Muskingum River Industrial Park](#)

Project Description

Assess the existing wastewater treatment plant (WWTP); prepare estimates and project parameters for repair/repurposing of the WWTP; and conduct a preliminary engineering assessment for providing sanitary sewer to the site.

Scope of Work

Infrastructure Assessment

- Evaluate max capacity of existing Wastewater Treatment Plant
 - Existing WWTP was installed circa 2008-2009 and served as many as 200 people per day
 - Actual max capacity metrics are currently unknown
 - WWTP has been dormant since approximately 2016

- Determine if WWTP can be restored to functionality for future site development
 - If so, what is the process for restoring, and what is the cost to conduct that work?
 - Includes an action plan on proper operations and maintenance
 - Should include a list of qualified vendors/contractors that can perform the work
 - If it cannot be repurposed, what is the process and cost to demo/remove?

Utility Development Advising

- Sewer evaluation
 - Conduct a preliminary engineering assessment (desktop review) for providing sanitary sewer to the site via the Beverly/Waterford systems (4 miles east of the site)
 - Determine the most cost-effective, operationally efficient solution

Environmental Remediation

- Addresses known issues and required remediation
- Identifies building construct limitations with respect to known environmental parameters

Analysis of Similar Sites

- Provide best management practices for future development
- Develop a maximum-yield site analysis to be used in future development planning, maximizing economic impact of the site.

Period of Performance:

The period of performance will begin shortly after the notification date of July 27, 2021 and will end September 20, 2021. The firm selected would be expected to serve as an advisor for the project team until that date, or a mutually agreed upon date, should an extension be necessary.

Requirements to be Responsive to RFP:

Part 1 – Company and Response Information Summary

The respondent must provide:

1. Company Name and Address to which to send contract/service agreement (if awarded)
2. Website Address
3. Phone Number
4. Proposal Price and Payment Terms (60 days is preferred)
5. Name, Address, Phone, Mobile, Email Address of Key Representative(s) Responsible for carrying out project activities, inclusive of billing for services

Part 2 – References

Provide a minimum of 3 and a maximum of 6 references.

Part 3 – Qualifications and Experience (50%)

1. Provide a description of the qualifications and experience of key personnel and entities relative to this project
2. Provide descriptions of previous projects that the Respondent has undertaken that are similar to this Project. Please include References as detailed in Part 2 of this RFP.

Part 4 – Approach (30%)

1. Please provide overview of the approach to delivering the Scope of Work identified above.

Part 5 – Schedule (10%)

Provide a plan to develop a Project Schedule in coordination with BHRC staff and the Southeast Ohio Port Authority.

Part 5 – Cost (10%)

Please provide a detailed proposed fee schedule. The maximum budget for this project is \$27,500. Should the budget exceed \$27,500, make sure to provide specific information detailing the overage and provide adequate justification for these additional costs.

Respondents should address the following in response to this RFP:

1. Overall total lump sum cost for services
2. Detailed breakdown of activities/tasks to be completed and cost associated with each
3. Rationale for tracking and billing BHRC monthly based upon actual percentage of work completed for each BHRC.

Timeline and Deliverables:

Interested firms should respond by email to Madelyn Brewer, Development Specialist, at mbrewer@buckeyehills.org. The subject line should read '**Former AEP Muskingum River Plant Redevelopment**'. Hard copy responses can be mailed or delivered to Buckeye Hills Regional Council Offices at: 1400 Pike Street Marietta, OH 45750. If submitting by mail, please indicate on the envelope '**Former AEP Muskingum River Plant Redevelopment RFP Submission**'; Attn: Madelyn Brewer. If making a delivery to the Buckeye Hills Regional Council offices, please observe and obey all the posted information regarding COVID-19 mitigation protocols. Requests for additional information should be addressed by contacting Madelyn Brewer via the email provided above.

A pre-bid meeting will take place June 30 at 2:00 via Microsoft Teams. To RSVP for this meeting, email mbrewer@buckeyehills.org. Proposals are due by email no later than 4:00pm, Tuesday, July 20, 2021.

Successful respondents will be notified as soon as possible, but all respondents will be contacted no later than July 27, 2021.

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.

Staff from BHRC and the Southeast Ohio Port Authority will review and evaluate all proposals received in response to this Request for Proposal.

Proposals will be evaluated and ranked based on the selection criteria outlined below. 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 BHRC. If a contract satisfactory to both parties cannot be negotiated, BHRC will then enter negotiations with the next highest ranked firm, group, or person and so on until an agreement is reached.

In the event BHRC elects to negotiate a contract with a selected firm, group, or person, BHRC and 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 BHRC.

Proposal evaluation will be based upon the following criteria:

- **Qualifications and Experience (50%)**
- **Approach (30%)**
- **Schedule (10%)**
- **Cost (10%)**

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, BHRC is required to include the following in any solicitation or contract and these provisions will be incorporated into the contract between BHRC 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).

Disclaimers

Buckeye Hills Regional Council reserves the right to accept or reject any and all responses received to this posted RFP and to re-advertise for new submissions.

Buckeye Hills Regional Council will not be responsible for any costs incurred by respondents in the preparation of a response to this RFP.

Buckeye Hills Regional Council reserves the right to delay or discontinue the selection process at any time.

Buckeye Hills Regional Council reserves the right to award all, part, or none of the project in the best interest of the overall project and will not be held responsible for any impacts on respondents resulting from this decision.

Buckeye Hills Regional Council reserves the right to request modifications to any documentation submitted if it is in the best interest of the project prior to the time of selection.

Buckeye Hills Regional Council reserves the right to request clarification or additional information from a respondent prior to selection.

Buckeye Hills Regional Council reserves the right to negotiate with the selected respondent to provide additional services not outlined in this RFP if necessary and in the best interest of the project.

The evaluation and selection of the Consultant will be based on the information submitted in the entity’s proposal including estimated cost, scope of work, and creativity. 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 on all requirements. Entities must be as concise as possible with respect to presenting a clear and complete proposal.

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.

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 the issuing office

Evaluation criteria contained herein shall be used in evaluating interested firms, groups, or persons for selection. BHRC may contact any RFP respondent after receiving its submittal to seek clarification on any portion thereof.

Proposals will not be returned to the RFP respondents.