



Request for Proposals

Purpose

Logan-Union-Champaign Regional Planning Commission (LUC) has initiated a Request for Proposals process to identify qualified consultants to guide and execute an updated strategic planning process for the LUC organization to help guide the organization forward.

Who May Respond

LUC seeks a vendor who has demonstrated experience in successfully developing consensus-based strategic plans, has strong facilitation skills, and has proven experience with strategic planning. Vendors submitting proposals must include a statement indicating that the respondent is not on the U.S. General Services Administrator's System for Award Management's (SAM's) list of excluded entities.

About the Organization

In 1967, it was announced that the Transportation Research Center of Ohio (TRC) would be created and straddle two county lines. Discussion around this large development in rural Ohio led local leaders to create a regional planning commission, which is allowable under Ohio Revised Code 713.21. In 1967, each set of county commissioners adopted a resolution establishing the Logan-Union-Champaign Regional Planning Commission.

LUC is a membership-based organization that works with jurisdictions in a three-county region on land development, offering guidance and support to the membership. LUC comprises three counties, four cities, 18 villages, and 42 townships. LUC has four staff members and an Executive Committee that is the policy-making body for the agency. Though membership can vary yearly, it is typically steady, with most jurisdictions continuing their membership. In addition, Ohio's Governor designated LUC as the Rural Transportation Planning Organization for two of the three counties in their region.

The LUC Executive Committee comprises twenty-eight members representing different entities within the three-county region. Each county is represented by a Commissioner, County Engineer, City Engineer, Village Representative, City Representative, Township Representative, and two at-large positions. Electric company representatives, a Chamber of Commerce representative, and an attorney fill the at-large positions.

In its early creation, LUC's purpose was to: "make studies, maps, plans, and other reports for the region showing recommendations for systems of transportation, highways, park and recreation facilities, water supply, sewage disposal and other public improvements and land uses which affect the development of the region. In 2023, the primary services provided to member jurisdictions are Zoning and Planning Consultation, Zoning Amendment Review and Recommendations, Mapping, GIS Services, Community Development Block Grant (CDBG)



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Administration, Land Reutilization Corporation (Land Bank) Administration, Fair Housing Administration, Comprehensive Plans, Educational Seminars, Training and Speaking Engagement, Basic Website design, and Rural Transportation Planning.

Scope of Work and Deliverables

We expect the project to include:

1. Project Management and Facilitation
2. Design and execution of a strategic planning process that meets the criteria outlined in this RFP.
3. Development of a strategic plan that includes a budget for implementation.

The proposal should include:

1. A project plan that demonstrates a clear understanding of the work to be performed, estimated hours, and other information relevant to the project. Submission should be no more than 10-15 pages.
2. Qualifications of all consulting staff who will be assisting with the project such as education, position within the consulting firm, years, and type of experience.
3. Time and cost projects.

Project Goals and Target Audience

Stage 1: Hold in-person Focus Groups/Discussions with member jurisdictions; interviews; surveys and any other method that will be useful in receiving member input.

Stage 2: Facilitate a group meeting with the Board and Staff to create consensus regarding a strategic plan.

Stage 3: Strategic Plan Creation

- An executive summary
- A comprehensive plan that identifies:
 - Funding Structure and Modifications
 - Services
 - Staffing
 - Strategies

Ownership

All intellectual property will become the property of LUC. All data remains the sole property of LUC.

Proposal Format

Please include the following information in your proposal:

- Your approach to strategic planning.
- A summary of your strategic planning experience.

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East Liberty, Ohio 43319

• Phone: 937-666-3431 •

• Email: luc-rpc@lucplanning.com • Web: www.lucplanning.com



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- Identify specific government sectors in which you have conducted strategic planning.
- Three client references.
- Sample project timeline and major tasks and milestones.
- Detailed project budget – this should be submitted in a sealed envelope, separately from the proposal.
- Sample project plan.
- Identification of those on your team who will be involved with the project which should include their role and experience.
- Identification of the project manager or project lead, and the contact information.

The proposal must also include the following specific information:

General information – the proposal should provide the name of the consultant, title, address, phone number, email address, and website.

Consultant Qualifications and Roles

The proposal must describe the consultant's qualifications such as work activities, expertise, knowledge, and experience. Experience should include examples of similar related government work.

Instructions for submission

1. Closing Submission Date
Proposals are due by August 30, 2024, by no later than 4:30 pm.
2. Inquiries
Inquiries concerning this RFP should be directed to Heather Martin – Operations Manager no later than August 23, 2024, at heathermartin@lucplanning.com
3. Conditions of Proposal
All costs incurred in the preparation of a response to this RFP are the responsibility of the bidder and will not be reimbursed by LUC.
4. Reservation of Rights
LUC reserves the right to request or negotiate changes in a proposal, to accept all or part of a proposal, or to reject any or all proposals. LUC may, at its discretion, select no provider for these services if, in its determination, no applicant is sufficiently responsive to the need. LUC reserves the right to withdraw the Request for Proposal (RFP) and/or any item within the RFP at any time without notice. LUC reserves the right to disqualify any proposal which does not adhere to the RFP guidelines. This RFP is being offered at the discretion of LUC. It does not commit LUC to award any contract.
5. Confidentiality

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If the bidder deems any material submitted to be proprietary or confidential, the bidder must indicate this in the relevant sections of the response.

6. Notification of Selection and Timeline

LUC will convene its Vision Committee in September. The evaluation process will include a rating of each proposal, followed by committee discussion and ranking of proposals. After the preliminary rating and ranking of proposals, interviews may be scheduled with finalists, particularly if two or more proposals are closely rated and/or more information is needed. References will be contacted for all finalists.

The final recommendation of the Vision Committee will be submitted for approval by the LUC Executive Committee in October (pending budget approval) and is not subject to appeal. All applicants will receive written notification of LUC's decision regarding their proposal by the end of October 2024, and an announcement of the applicant awarded the project will be posted on LUC's website, www.lucplanning.com.

LUC reserves the right to negotiate with the potential consultant. LUC foresees contract discussions and signing to take place in November or December 2024, with work to commence beginning in January 2025. LUC's goal is to have the Strategic Plan adopted in November 2025.

Additional information may be required from the selected applicant before the awarding of the project. Any information withheld or omitted, or failure to disclose any history of deficiencies or client abuse shall disqualify the applicant from award of the project and/or contract. LUC reserves the right not to select an applicant for project implementation if, in its determination, no qualified applicant has applied or is sufficiently responsive to the service need. If no proposal is selected, LUC may elect to either not develop the service pending further analysis of alternatives to meet the expressed need, or to issue a new RFP to attempt to expand the pool of potential respondents.

Contact Person

Completed RFP submissions including all elements listed above are due to LUC by August 30, 2024, by 4:30 pm. Submissions can be mailed or delivered.

For **mailing**:

LUC Regional Planning Commission
PO Box 219
East Liberty OH 43319

If **delivering**:

LUC Regional Planning Commission
James A. Rhodes Conference Center

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Late arrivals will not be accepted. It is the responsibility of the bidder to ensure that the response is received by LUC by the closing submission date.

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