



BOARD OF COMMISSIONERS

Commissioners:
Steven A. Davis
David L. Levacy
Mike Kiger

County Administrator
Carri L. Brown

Clerk
Rachel A. Elsea

TO: Consulting and Planning Firms

FROM: *CB* Carri Brown, County Administrator

DATE: *A. 11.17* April 11, 2017

SUBJECT: Request for Qualifications and Proposals
Fiscal Year 2016 CDBG Allocation and Neighborhood Revitalization Program Grant Administration

The Fairfield County Board of Commissioners is requesting Statements of Qualifications and Proposals from qualified consulting firms, organizations, or individuals, for the purpose of providing administrative services for the County's FY2016 CDBG Program. The Board of Commissioners anticipates receiving \$693,000 (Allocation amount is \$193,000 and Neighborhood Revitalization Program amount is \$500,000) for FY 2016.

The required scope of services for the Program Year is as follows:

- 1) Grant Administration. The Consultant shall be the county's designated grant administrator, and shall provide the following services immediately:
 - a. Representation- The Consultant shall be the Commissioners' designated agent in all dealings with the Ohio Development Services Agency staff. This shall include representing the Commissioners in all aspects of the grant program's monitoring, performance reports, Office of Community Development (OCD) workshops, close-outs, audits, and similar activities. The consultant shall work for the Commissioners and shall report to the County Commissioners as often as needed and/or requested in order to keep the Commissioners informed and involved in all activities during the course of the project.
 - b. Documentation- The Consultant shall be responsible for assisting in preparation and review of all Formula documents that require or should involve the Commissioners' approval prior to submittal to the OCD or release to the public or news media.
 - c. Records- The Consultant shall be responsible for the establishment and maintenance of a records keeping system for all aspects of the FY2016 CDBG program in accordance with applicable rules and regulations.



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- d. Bookkeeping- The Consultant shall be responsible for establishing and operating a bookkeeping and financial management system, as needed, to meet all rules and regulations of the Formula program.
 - e. Environmental Review- The County has already procured Environmental Review services. These services are NOT included within this RFP.
 - f. General Oversight of Projects- The Consultant shall be the Commissioners' chief representative in overseeing the completion of all project improvements. The consultant shall be responsible for procurement of professional services, overseeing plan development, bidding, contracting, Davis-Bacon enforcement, and project management. All work will be completed under the general supervision of the Consultant.
 - g. Fair Housing- The Fairfield County Regional Planning Commission will be the local contact for fair housing complaints. The Consultant will be responsible for conducting the Fair Housing training sessions as required by the grant. This includes approximately 8 training sessions.
- 2) Other Rules and Regulations. The Consultant shall be the Commissioners' staff person in assuring that all of County obligations arising from the FY2016 CDBG program are met. These will include, but not limited to, the following: Compliance with Executive Order 12372, Federal Procurement regulations, Property Management, Acquisition of Real Property, Relocation, Bonding and Insurance, Historic Preservation, Flood Insurance, Clean Air Act, Water Pollution Control Act, Hatch Act, Labor Standards, and other HUD, State, or Federal regulations they pertain to the administration of the FY2016 CDBG program.

FY 2016 Program

The FY 2016 Fairfield County Community Development Block Grant (CDBG) Program will consist of the following activities:

FORMULA PROGRAM:

- | | |
|-------------------------------------|-----------|
| 1) RUSHVILLE AREA TORNADO SIREN | \$22,500 |
| 2) THURSTON WATER LINE IMPROVEMENTS | \$38,600 |
| 3) FAIR HOUSING AND ADMINISTRATION | *\$38,600 |
| 4) WEST RUSHVILLE TORNADO SIREN | \$22,500 |



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5) FAIRFIELD BEACH STREET IMPROVEMENTS **\$70,800

NEIGHBORHOOD REVITALIZATION PROGRAM-FAIRFIELD BEACH

1) SIDEWALK IMPROVEMENTS	\$105,400
2) DEMOLITION/CLEARANCE	***\$ 0
3) PARKS & RECREATION FACILITIES	\$ 60,500
4) PARKING FACILITIES	\$ 40,700
5) STREET IMPROVEMENTS	\$159,300
6) FLOOD AND DRAINAGE FACILITIES	\$ 91,500
7) ADMINISTRATION	* \$ 42,600

* Administration and Fair Housing – A portion of these funds has already been utilized for grant application, citizen participation, environmental review services, and advertising. The estimated remaining amount of administration and fair housing funds is approximately \$50,000 (combined Allocation and NRP administration and fair housing dollars).

**These allocation funds are to be combined with activity #5 in the NRP project list.

***The Consultant will be responsible for coordinating with the Fairfield County Land Bank to ensure this activity is completed. This activity is a source of matching funds.

REQUEST FOR QUALIFICATIONS AND PROPOSALS

If you are interested in performing the administration of the Fairfield County CDBG Program for Program Year 2016, as specified above, please provide five (5) copies of the following:

1. A description of the firm, including number of years in existence and number of years the firm has been actively providing community development and planning services to clients.
2. A list of clients with appropriate contact persons, including addresses and telephone numbers.
3. A description of your firm’s and assigned staff persons’ training and experience in providing CDBG and similar assistance to communities and counties.



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4. Resume of the principal(s) of the firm and those persons who would be performing the specified services.
5. Proposal for administration of the CDBG Program for FY 2016.
6. Consultant fee information, including hourly rate schedule and/or general fee schedule; and including lump-sum fee for administration of the FY 2016 CDBG program.

Please review the enclosed Fairfield County FY 2016 CDBG program rating tool and provide adequate information to allow the County's reviewers to assess the training, experience and qualifications of the firm and individuals proposed to be assigned to the program.

SELECTION

Selection will be based upon the respondent receiving the highest total score in an evaluation process based upon an enclosed Fairfield County FY 2016 CDBG RATING TOOL.

Please return statement of Qualification and Proposal to:

Carri Brown, County Administrator
Fairfield County Administrative Courthouse
210 East Main Street
Lancaster, OH 43130

ALL RESPONSES MUST BE RECEIVED BY 4 P.M. FRIDAY, APRIL 28, 2017

Attachments



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III. Qualification of Firm for Services Requested- 15 points possible.

To what extent has the project manager assigned and other staff members assigned have experience in services sought?
(Range 0-15 points)

Comments _____

IV. Firm's State Involvement and Knowledge of Local Programs and Conditions- 15 points possible.

What is the evidence of firm's involvement in the program at the state level and knowledge of local needs and conditions?
(Range 0-15 points)

Comments _____

V. Reference for Firm and Staff Persons Assigned- 20 points possible.

What has been the experience of other clients with firm for work of a similar nature? (Range 0-10 points)



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Comments _____

What has been the experience of other clients with persons assigned for work of a similar nature?
(Range 0-10 points)

Comments _____

VI. Fee Schedule for FY 2016 CDBG- 20 points possible.

How does fee schedule compare to other fee schedules proposed by other firms? (Range 0-20 points)

Comments _____

