



BOARD OF COMMISSIONERS

Commissioners:
Steven A. Davis
Jeffrey M. Fix
David L. Levacy

County Administrator
Aundrea N. Cordle

Deputy County Administrator
Jeffrey D. Porter

Clerk
Rochelle Menningen

TO: Consulting and Planning Firms
FROM: Fairfield County Board of Commissioners
DATE: January 2, 2024
SUBJECT: Request for Qualifications and Proposals
Fiscal Year 2024 CDBG Allocation Program and Neighborhood Revitalization Program Grant
– **Environmental Review**

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 environmental review services for the County’s CDBG Program. The Board of Commissioners wishes to procure environmental review services for Program Year 2024. The anticipated grant amount is \$1,140,000. The Environmental Review process must be completed in accordance with the requirements of the CDBG Program with a Release of Funds being submitted to the Ohio Office of Community Development. The projects to be completed with this funding are as follows:

PY 2024 CDBG PROGRAM

The PY 2024 Fairfield County Community Development Block Grant (CDBG) Program will consist of the following activities:

ALLOCATION AND NEIGHBORHOOD REVITALIZATION PROGRAM:

1) FAIRFIELD BEACH PARK IMPROVEMENTS	\$ 94,700
2) RUSHVILLE WASTEWATER IMPROVEMENTS	\$ 84,400
3) AMANDA ADA RAMPS	\$ 100,000
4) BREMEN PARK IMPROVEMENTS	\$ 135,700
5) BREMEN STREET IMPROVEMENTS	\$ 191,800
6) BREMEN SIDEWALK IMPROVEMENTS	\$ 384,400
7) BREMAN WATER FACILITY IMPROVEMENTS	\$ 89,000
8) ADMINISTRATION/FAIR HOUSING	<u>\$ 60,000*</u>
	\$1,140,000

* The environmental review services will be paid from this line item.



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REQUEST FOR QUALIFICATIONS AND PROPOSALS

If you are interested in performing the environmental review services for the Fairfield County CDBG Program for Program Year 2024, as specified above, please provide three (3) 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 CDBG environmental 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 environmental review services and similar assistance to communities and counties.
4. Resume of the principal(s) of the firm and those persons who would be performing the specified services.
5. Proposal for completing the environmental review services for the CDBG Program for PY 2024.
6. Consultant fee information, including hourly rate schedule and/or general fee schedule for the PY 2024 CDBG program environmental review services.

Please review the enclosed Fairfield County PY 2024 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 PY 2024 CDBG RATING TOOL.

Please return statement of Qualification and Proposal to:

Fairfield County Commissioners
Attn: Staci Knisley
210 East Main Street, Room 301
Lancaster, OH 43130

ALL RESPONSES MUST BE RECEIVED BY 4 P.M. FRIDAY, JANUARY 24, 2025



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**FAIRFIELD COUNTY
PY 2024 CDBG RATING TOOL FOR ENVIRONMENTAL REVIEW SERVICES**

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

To what extent does the firm’s staff have training and education in services requested?
(Range 0-8 points)

Comments _____

To what extent does the firm’s staff attended special seminars/conferences related to the task at hand?
(Range 0-7 points)

Comments _____

II. Experience of Firm for the Type of Services Requested- 15 points possible.

To what extent does the firm have experience in services sought?
(Range 0-15 points)

Comments _____



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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)

Comments _____



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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 PY 2024 CDBG Environmental Review Services- 20 points possible.

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

Comments _____

