

LORAIN COUNTY
RFQ/RFP – CHIP including PRE-APPLICATION PLANNING
CDBG COMMUNITY DEVELOPMENT PROGRAM
SPECIFICATIONS FOR
REQUEST FOR CONSULTANT QUALIFICATIONS/PROPOSAL

Consultant qualifications/proposal shall be received at the office of the Board of Commissioners, 226 Middle Ave., Elyria, Ohio 44035, no later than 4:00 p.m. on February 9, 2018.

I. GENERAL SCOPE OF SERVICES

A. PLANNING AND GRANTSMANSHIP

1. Assist in preparation of grant applications for various State, and Federal Programs including Community Development Block Grant (“CDBG”) Programs and Community Housing Impact and Preservation Program (“CHIP”) including CHIP Pre-Application Planning process as required by the Office of Community Development, Development Services Agency.
2. Administration duties required by CHIP and CDBG Programs including environmental assessment files; performance reports; grant amendments if necessary; project closeouts; implementation of housing rehab programs.

II. SPECIFIC ITEMS TO ADDRESS

Qualification and Experience Statements must address the following factors, which will be used as evaluation criteria for selection:

1. Experience in the Administration of CDBG and CHIP Programs and other Federal Programs; experience in preparation of the CHIP Pre-application Planning process.
2. Professional Qualifications of personnel of the Firm, Resumes and training certificates of Key Personnel including hourly rate of staff involved, and typical fees for CHIP administration and implementation and/or CDBG Economic Development administration and implementation, and Community Development Allocation programs including Competitive Set-aside programs; fees to be governed by the Office of Community Development requirements.
4. Experience working with projects involving the Administration and implementation of Federal and/or State Funds.

5. Past Record of Performance on Contracts related to Federal or State Grants or similar Services.
6. Past Record of Performance in Relation to Architectural and Engineering Services on Federal, State and Local Programs.
7. Ability or capacity of the Firm to perform work within the time limitation as defined by the specific grant, taking into consideration the current and planned work load of the Firm.
8. Furnish lead licenses of staff involved in lead risk assessment, lead rehabilitation specifications and lead clearance.

Lorain County has the Right to interview any or all Consultants and select the firm based upon review and analysis of the qualification statement. Lorain County will enter into a contract with the responsible offeror or offerors whose qualifications will be most advantageous to the specific project and subject to negotiations at fair and reasonable compensation with the responsible offeror, for the period beginning February 21, 2018.

It must be noted that certain services requested will be paid with CDBG and/or HOME funds. The maximum amount of any contract with the consultant will be limited to the amounts governed by CDBG and HOME requirements. Contracts awarded for administration and implementation of CHIP grants will be for one grant only. Multi-year contracts will not be possible for CHIP grants.

III. PRELIMINARY PROJECT SCOPES

The following is an example of the scope of work.

SCOPE OF SERVICES FOR CHIP

A. CHIP Grant Application

1. Assist the County in the Pre-planning Process, Citizen Participation Process, Partnership structure and formulation of the administrative and implementation plan and budget.
2. Prepare the OCEAN on-line grant application and provide copies of the application to the County.

- A. Administration of the CHIP Grant Program.
1. Preparation of Environmental Reviews in compliance with the requirements of 24 CFR Part 58.
 2. Provide assistance and general administration services to Lorain County Community Development staff, as needed, with housing inspections, cost estimates, work write-ups, lead based paint services, and bidding procedures.
 3. Program Management including determination of applicant eligibility, ranking of eligible applicants, change orders, work quality, file maintenance and record keeping requirements, compliance and reporting requirements.
 4. Meet with local lenders and market the Homebuyer Acquisition Assistance Program, if applicable.
 5. Resolve Owner/Contractor issues.
 6. Provide the County with Homeowner Acquisition Assistance Program Manual and program guidelines, which develop implementation procedures, policies, and criteria for lenders to follow in making down payment assistance, if applicable.
 7. Provide the County with Housing Rehabilitation Program Manual and program guidelines, which include program design, implementation procedures, forms and specifications and/or updates to meet Office Community Development, Development Services Agency Program requirements.
 8. Meet with program participants on a regular basis and attend public meetings.
 9. Implementation of Lead Based Paint Hazard Reduction Requirements.
 10. Preparation of CHIS or similar required document, Update or Pre-application Planning documents in accordance with the most recent Office of Community Development, Development Services Agency requirements.

**SCOPE OF SERVICES
CDBG COMMUNITY DEVELOPMENT ALLOCATION PROGRAM
AND COMPETITIVE SET-ASIDES**

The CONSULTANT shall perform the necessary technical and professional services in connection with the CDBG Community Development Allocation Program in accordance with the basic requirements of the US Department of Housing and Urban Development (HUD) and the Ohio Development Services Agency (ODSA) Office of Community Development (OCD). These services included the following:

A. Allocation Grant Application

1. Scheduling, advertising and convening all required public hearings.
2. Soliciting funding proposals from local municipalities, agencies and community non-profit organizations.
3. Determining eligibility of projects and proposals with County Staff, including conducting or overseeing income surveys.
4. Prepare the OCEAN on-line grant application and provide copies of the application to the County.

B. Administration of the Allocation Grant Program and/or Set-aside Programs (Downtown, Neighborhood Revitalization or Critical Infrastructure Programs)

1. Preparation of the environmental review record (ERR) and obtaining the appropriate "Release of Funds" forms for all of the Formula projects.
2. Coordination with the Ohio Historic Preservation Office, the Ohio EPA, ODOT, Community Development Department and any other local State/Federal agencies as needed for project execution.
3. Overseeing the technical aspects of all Allocation-funded construction, planning and materials/equipment procurement projects (e.g., federal wage rates, the preparation of bid documents, pre-construction conferences, overseeing required labor interviews and payroll verifications, etc.) in compliance with CDBG rules and regulations.

B. Technical Assistance

1. Preparation of program status reports.
2. Maintaining program files.
3. Preparing for and attending all Office of Community Development Department program monitoring conducted by State Field Representatives.
4. Preparing monitoring responses on behalf of the County to the Office of Community Development Department.
5. Completing the program's final performance report.
6. Executing program amendments and/or extensions if needed.

7. Providing guidance with general financial and program administration, CDBG construction, management, CDBG materials/equipment procurement, as well as information regarding program and regulation changes.

SCOPE OF SERVICES FOR CDBG PROJECT

1. Preparation of Environmental Reviews in compliance with the requirements of 24 CFR Part 58.
2. Provide assistance to County staff, as needed, with inspections, cost estimates, work write-ups and bidding procedures.
3. Provide on-going day-to-day technical assistance to County staff, as required, on change orders, work quality, file maintenance and record keeping requirements, compliance and reporting requirements, and program management.
4. Assist in resolving Contractor issues.
5. Provide the City with program guidelines, which include program design, implementation procedures, forms and specifications to meet the Office of Community Development program requirements.
6. Meet with program participants on a regular basis and attend public meetings.
7. Provide design services (Architectural, Civil, Electrical, Mechanical, and Structural); Construction Procurement Services (Bidding, pre-bid meeting, questions, bid opening, review of Bids, and Recommendation of Award); and Contract administration (Contract preparation, pre-construction meeting, assistance with submittal and pay request review, periodic site visitation, and project close out) for the specific project.

CONSULTANT: _____

DATE: _____

**REQUEST FOR CONSULTANT QUALIFICATION STATEMENT/PROPOSAL
RATING SHEET**

<u>ITEM</u>	POSSIBLE POINTS	POINTS GIVEN	COMMENTS
1. Experience in the Administration of CDBG and CHIP Programs and other Federal Programs.	20		
2. Professional Qualifications of the Firm and Resumes of Key Personnel including hourly rate of staff involved, and typical fees for CHIP administration and implementation and/or CDBG Economic Development administration and implementation.	10		
3. Familiarity of the Firm with the type of services to be performed.	10		
4. Experience working with projects involving the Administration and implementation of Federal and/or State Funds.	10		
5. Past Record of Performance on Contracts related to Federal or State Grants or similar Services.	10		
6. Past Record of Performance in Relation to Architecture and Engineering Services on Federal and State Programs.	10		
7. Ability or capacity of the Firm to perform work within the time limitation as defined by the specific grant, taking into consideration the current and planned work load of the Firm.	20		
8. Furnish list of CDBG and CHIP Projects, and/or other Federal, State and Local Programs that your Firm has been involved.	10		
9. Bonus Points			

Ranked by: _____