

FROM: Van Wert County Commissioners
County of Van Wert

DATE: February 9, 2019

SUBJECT: County of Van Wert - Proposed FY 2017 CHIP Program
Request for Qualifications (RFQ) and Request for Proposal (RFP)
General Administrative Assistance and Implementation Services, Technical
Assistance toward administration and Environmental Review completion.

The Van Wert County Commissioners are seeking professional qualifications and a proposal for General Administrative Assistance and Implementation Services for its proposed FY 2019 CDBG/HOME/OHTF Community Housing Improvement Program (CHIP).

We are seeking to put together a CHIP Program administrative support staff that is acceptable to us and to the Ohio Development Services Agency, Office of Housing and Community Partnerships. We are requesting professional qualifications and a cost proposal for assistance so we may contract with an individual or firm to assist us in the capacity of Program Consultant for the preparation of the Environmental Review Record (ERR), and the provision of general administrative assistance and implementation services respecting the program activities. Your response by Feb. 28 to this RFQ/RFP, should you be interested, would be greatly appreciated.

It is our understanding that CDBG/HOME/OHTF recipients are to provide for open competition for professional services whereby, at a minimum, competitors' qualifications are evaluated (cost or price will be an evaluation factor), and once a firm or individual is tentatively selected, fair and reasonable compensation is negotiated. We are, therefore, inviting interested individuals and firms located within a reasonable distance of the County of Van Wert to submit evidence of their professional qualifications, a cost/price proposal, and related information as follows:

- (1) General background of firm or individual; number of years in operation providing community, housing and economic development services; and any other services provided; including those which might represent a conflict of interest.
- (2) List of CDBG/HOME/OHTF "Small Cities" programs in Ohio by type, and grant amounts for each, in which the firm or individual has been directly involved.
- (3) Professional staff resumes, including years of experience primarily involved in housing rehabilitation and neighborhood revitalization and other CDBG/HOME/OHTF programs, for each staff person; also indicate which staff would most likely be involved in providing professional services to the County of Van Wert.

- (4) Experience in providing community and economic development services, and related services, to clients in the vicinity of the County of Van Wert, and/or clients of similar sizes, locations and characteristics.
- (5) Professional references for firm/individual and staff who would most likely be involved in our programs.
- (6) Standard hourly fee schedule for all staff, including all overhead.
- (7) A cost proposal for the requested services listed on the following pages of this RFQ/RFP.

All statements of qualifications and cost/price proposals must be received on or before 12 p.m. (noon), Feb. 28 at the following address:

Van Wert County Commissioners
114 East Main Street, Suite 200
Van Wert, Ohio 45891

Attention: Sue Gerker, Community Development Coordinator

It is our intent to give reasonable consideration to at least three firms and/or individuals based on their qualifications and cost/price proposals, so as to have one or several alternative candidates that could be asked to enter into negotiations, if negotiations with the preferred candidate(s) are not satisfactory. All RFQ's/RFP's will be evaluated by the Van Wert County Commissioners using rating criteria provided by the Office of Housing and Community Partnerships. We are open to contracting with more than one individual or firm for the desired services. Please state in your proposal the services you are wishing to provide. Once again these are summarized as follows:

Environmental Review Record (ERR) Preparation

Requested Services:

- Provide a description of the proposed project.
- Identification of environmental impacts caused by the proposed projects.
- Identification of possible project modifications or alternatives to eliminate or minimize any adverse environmental impacts.
- Provide concurrent historic preservation review analysis.
- Determine a level of clearance finding for release of funds where an Environmental Impact Statement is not required.
- Preparation of complete ERR package including directions for publishing, if applicable the Combined Notice requesting release of funds.
- Prepare a Statutory Checklist or Environmental Assessment Checklist, as needed, for each unit receiving assistance.
- Assist County staff with an update of the County's CHIP Policy and Procedures Manual, including a review of the Program Guidelines for each activity to be undertaken.
- Provide County staff with current OHCP documents used in the implementation of Homeownership Programs, Home Repair Programs, Private Owner Rehabilitation Programs, and Emergency Monthly Housing Payment Programs.
- Assist County staff with the marketing of the CHIP Program and other Public Relations.
- Provide general administrative and technical assistance to County staff respecting Citizen Participation, Acquisition/Relocation, Temporary Relocation, Fair Housing/Equal Opportunity, Labor Standards, Historic Preservation, and Lead-Based Paint.
- Assist County staff with OHCP monitoring reports and other reports to be filed with OHCP.
- Assist County staff with CHIP financial bookkeeping and general record keeping, etc.
- Assist County staff with preparation and timing of drawdowns for HOME, CDBG and OHTF funds.
- Assist County staff with the coordination of its various CHIP programs with applicants, lenders, realtors, inspectors, contractors, etc.
- Assist County staff with the receipt and review of program assistance applications.
- Assist County staff with the verification of information pertaining to applications for program assistance.

- Analyze applications for program assistance prior to approval by the County Commissioners.
- Assist County staff with the preparation of closing documents and the closing of loans and grants.
- Undertake Ohio Historic Preservation Office (OHPO) Section 106 coordination.
- Assist County staff with the review of bids and award contracts.
- Attend pre-construction conferences with all concerned parties.
- Assist County staff with the review and approval of contractor pay requests, final inspections.
- Represent the County at various OHCP training sessions, workshops and conferences.
- Be immediately available to assist with any other special circumstances that arise during the course of the CHIP Program.

Please base your proposal on the following proposed CHIP programs and activities:

- Home Repair - 20 units
- Private Owner Rehabilitation - 10 units
- Spetic System - 1 unit
- General administration assistance
- Environmental Review Record Document

We intend to select our proposed “contracted staff” via resolution or letter of intent by no later than March 16.

Should you have any questions regarding this RFQ/RFP, please contact the Van Wert County Commissioners Office at 419-238-6159.