

## REQUEST FOR QUALIFICATIONS AND PROPOSALS

The Auglaize County Board of Commissioners will be receiving Statements of Qualifications (SOQ) from qualified service offerors to perform necessary functions related to its PY2024 Community Housing Impact and Preservation Program Grant (CHIP). Scope of work includes development of a grant application, convening the Auglaize County Housing Advisory Committee as required for the grant application, preparing an environmental review record, carrying out a fair housing program, performing residential property inspections (including lead-based paint risk assessments and clearances), overseeing pest inspections, and administration and implementation of the CHIP grant. Scope of work includes providing fair housing services and including the 2024 Analysis of Impediments fair housing.

All such proposals must be responsive to the scope of services section of this RFQ/RFP and must meet the content of criteria as outlined herein. Responses to this RFQ/RFP will be used to select qualified service offerors to perform required grant writing, planning, and grant administrative/implementation assistance needed by Auglaize County. These services are financed with federal Community Development Block Grant Program (CDBG) funds from the US Department of Housing and Urban Development (HUD) as administered by the Ohio Department of Development, The Office of Community Enhancements (ODOD-OCE).

Since Auglaize County is seeking a professional service which may be available from several qualified service offerors, the County has elected to follow the competitive negotiation method of procurement as provided in 24 CFR Part 85. Under this method, the County will receive qualifications and proposals from interested service offerors until the designated date and time listed below.

The Auglaize County Board of Commissioners reserves the right to reject any and all proposals and to negotiate various details of the proposals with the parties which have submitted them. If the County does negotiate any aspect of the proposals with any of the parties, it will provide all parties an opportunity to negotiate on the same point. The County reserves the right to select the specific issues on which it will negotiate and will not negotiate any issues other than those it selects.

### **Purpose of Request for Qualifications/Proposals:**

Service offerors must submit with their proposal a **work plan** outlining how the service offeror will address each element of ODOD-OCE's CHIP requirements as mandated by ODOD-OCE and HUD. A contract will be executed between the selected service offeror and Auglaize County for a period necessary to complete all the requirements of the CHIP, but in no case to exceed twenty-eight (28) months.

The project work outlined is to be completed by the selected consultant with supervision by the County. The grant application must be submitted to ODOD-OCE by June 2024 (date has yet not been specified). All CHIP activities must be completed by February 28, 2027. As this is a competitive grant, ODOD-OCE has not yet determined the County's PY2024 CHIP grant award, but it is estimated to be approximately \$400,000 with additional local matching funds.

### **Content of Qualifications/Proposal:**

The County will review and evaluate the Statement of Qualifications filed based on the following content.

- a. Specialized experience or technical expertise of the service offeror and its personnel in connection with federal and state program requirements, especially as they relate to

administrative, financial, and monitoring requirements, of the CDBG, HOME, and other federal and state programs in the areas of housing, planning, and economic and community development services to be provided and the complexity of the project(s).

- b. Familiarity and experience in carrying out lead-based paint risk assessments and lead clearances residential properties.
- c. Past record of performance on contracts with the County and other clients, including quality of work, timeliness, and cost control.
- d. Capacity of the service offeror to perform the work within time limitations (taking into consideration the current and planned future workload of the service offeror) and names key staff who will be working on the project.
- e. Date the service offeror was established and brief history of the service offeror.
- f. Location of service offeror's office(s) within the State of Ohio.
- g. Project references related to the above areas.
- h. A work plan with cost schedule (including an hourly fee schedule) which will clearly show costs of the various elements/tasks of the project during the contract period resulting in a total lump sum fixed fee for the services during the contract period. The fixed fee will include all costs for travel, postage, printing, photographs, and other expenses relating to the completion of the project.

#### **Scope of Services:**

Interested service offeror should provide the County with the following scope of service information:

- a. **Grant application.** Specified costs associated with the preparation and submittal of the grant application, to include but not limited to: the completion of all required/applicable forms, resolutions, applicable documentation for County's Housing Advisory Committee meetings, public hearings, budgets, administration/implementation (soft cost) summaries, income eligibility requirements, client-based and project specific-based activities, public rehabilitation of emergency housing facilities, Habitat for Humanity projects (if applicable), relocation requirements, and fair housing activities. Service offeror must provide the appropriated number of copies of the application to ODOD-OCE and the County prior to June, 2024 (the grant application due date).
- b. **CHIP Administrative Plan.** Specified costs associated with the application administration, including environmental review requirements, and the designated responsibility of each of the activities to be carried out over the course of the program period.

Project Management	Responsibility		
Task	Auglaize County	Service Offeror	Both
Environmental Review Record		X	

Overall Program Management			X
Coordination with State and Federal Agencies			X
Conflict Resolution			X
Fair Housing*		X	

c. **Fair Housing Program.** Specified cost associated with the community's compliance with the Fair Housing Requirements as outlined in the CDBG Formula Allocation Program/Community Housing Impact and Preservation Program Grant Agreements between the County and the (ODOD-OCE), to include:

1. Coordination of, preparation of appropriate documentation and performance of the required training sessions.
2. Coordination of, preparation of appropriate documentation and performance of the required outreach activities.
3. Assistance with fair housing complaint referral, processing, and coordination efforts with the appropriate regional office of the Ohio Civil Rights Commission as needed.
4. Other activities as required by the ODOD-OCE Ohio Department of Development, The Office of Community Enhancements for the CHIP Program.
5. Preparation of final report of fair housing efforts for grant year suitable for State Monitoring.
6. Preparation of the County's 2024 Fair Housing Analysis of Impediments assessment which is also due to ODOD-OCE along with the PY2024 CHIP Application on July, 2024.

**CHIP Implementation Plan.** Specific costs associated with activities to be carried out over the course of the program period and the designated responsibility of each of the activities.

Application Intake, Processing and Related Services	Responsibility		
Task	Auglaize County	Servicer Offeror	Both
Program marketing and public relations			X
Program Administration (day-to-day)			X

Establishing a list of eligible contractors		X	
Review of rehabilitation applications		X	
Analysis of applications & verification documents		X	
Preparation of required ODOD-OCE reports, including status, floodplain, and final performance		X	
Preparation of bid documents		X	
Preparation of closing documents and conducting loan closings		X	
Review of contractor pay requests			X
Conflict Resolution			X
<b>Property Rehabilitation Inspections and Related Services</b>	<b>Responsibility</b>		
<b>Task</b>	<b>Auglaize County</b>	<b>Service Offeror</b>	<b>Both</b>
Property inspections to determine potential impact including lead-based paint risk assessments, pest inspections		X	
Preparation of work specifications and cost estimates		X	
Review of contractor pay requests		X	
Analysis of bids		X	
Perform progress inspections of work during construction		X	
Process change orders		X	
Perform final inspection of work, perform lead clearances as needed and development of "punch list"		X	
Conflict Resolution			X

**Post Grant Management.** Activities which identify post-grant management requirements the County must undertake.

**Monitoring and recordkeeping.** Activities which identify monitoring and record-keeping requirements the County must undertake.

**Proposal Evaluation:** The County will evaluate the proposal based on a point system and resulting ranking. The following represents the key factors which will be considered and the points assigned to each:

**Experience with Federal/State Compliance: 20 Points**

**Firm's availability - Workload: 20 Points**

**Key project personnel: 20 Points**

**Capacity to Perform Work: 20 points**

**Project requirements: 15 Points**

**Community discretionary points: 5 Points**

Negotiations will begin with the top candidate selected. If negotiations are not successful, the process will begin again with the candidate rated second and so on. Upon completion of successful negotiations, a contract will be executed with the Auglaize County Board of Commissioners.

Offerors are invited to submit one original and one copy of your response to be received no later than 4:00 p.m., Friday, February 9, 2024:

Auglaize County Board of Commissioners  
209 South Blackhoof Street, Suite 201  
Wapakoneta, Ohio 45895

  
\_\_\_\_\_  
Signature

January 18, 2024  
\_\_\_\_\_  
Date

Douglas A. Spencer  
Board of Auglaize County Commissioners  
President