

## **Request for Statement of Qualifications**

The Board of Commissioners of Logan County will be receiving Statements of Qualifications (SOQ) from qualified service offerors to perform necessary functions related to its PY2022 Community Housing Impact and Preservation Program (CHIP). Scope of work includes development of a grant application, convening the Logan 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 inspection, and administration and implementation of the CHIP grant.

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 selection qualified service offerors to perform the required grant writing, planning and grant administration/implementation assistance needed by Logan 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 (ODOD).

Since Logan 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 Board of Commissioners of Logan County 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's CHIP requirements as mandated by ODOD and HUD. A contract will be executed between the selected service offeror and Logan County for a period necessary to complete all the requirements of the CHIP Program, 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 by June 2022 (date has yet not been specified). All CHIP activities must be completed by December 31, 2025. As this is a competitive grant, ODOD has not yet determined the County's PY2022 CHIP grant award but is estimated to be between \$700,000 and \$750,000 with additional local matching funds.

### **Content of 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, specially 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, 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 on 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 of 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 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 following: the completion of required/applicable forms, resolutions, applicable documentation of the 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, relocation requirements, and fair housing activities. Service offeror must provide the appropriate number of copies of the application to ODOD and the County prior to June 23, 2022 (grant application due date).
- b) **CHIP Administrative Plan.** Specific cost associated with 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		
	Logan 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 costs associated with Logan County’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), 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 Ohio Department of Development for the CHIP Program.
- 5) Preparation of final report of fair housing efforts for grant year suitable for State Monitoring.

**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 & Related Services	Responsibility		
	Logan County	Service Offeror	Both
Task			
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 and verification of documents		X	
Preparation of required ODOD 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

Property Rehabilitation Inspections and Related Services	Responsibility		
	Logan County	Service Offeror	Both
Property inspections to determine potential impact including lead-based paint risk assessments, and pest inspections		X	
Preparation of rehabilitation 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 recording keeping:**

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 represent 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**
- 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 County.

Offerors are invited to submit one original and one copy of your response to be received directed to the Board of Commissioners of Logan County at 117 East Columbus Avenue, Bellefontaine, Ohio 43311 no later than **Tuesday, February 8, 2022, at 10:00 a.m.**

BOARD OF COMMISSIONERS, LOGAN COUNTY, OHIO