

March 20, 2023

Request For Qualifications And Proposal (RFQP) For Department Of Development Grants Including The PY 2023 Community Development Block Grant (CDBG) Allocation And Competitive Grant Programs

Pursuant to the Ohio Department of Development, Community Services Division, Office of Community Development, Program Policy Notice: OCD 15-02, the City of Chillicothe is soliciting information from selected organizations relevant to their work capabilities and qualifications to administer the above-mentioned programs.

SCOPE OF WORK

The City of Chillicothe invites qualified consultants to submit Qualifications/Proposal Statements to provide a range of services related to the implementation of the City's Community Development Grant Program including but not limited to necessary planning, application for funding, administration and implementation services for various State and Federal Programs including the City's PY2023 through PY2025 Community Development Block (CDBG) Allocation and Competitive Grant Programs but excluding Community Housing Impact and Preservation (CHIP).

These requirements include but are not limited to the ability to:

- Work with the City of Chillicothe staff to prepare necessary applications, including all required forms, resolutions, public hearings, budgets, administration/implementation summaries, and all other requirements for meeting ODOD guidelines and deadlines.
- Schedule and oversee Community Development Implementation Strategy (CDIS) meetings and/or necessary planning process in accordance with ODOD/OCD guidelines; Complete the Environmental Review record for the complete project according to ODOD/OCD guidelines, as well as necessary forms for the Release of Funds.
- Administer and Oversee all technical aspects of individual projects undertaken under any funded Grants, including planning, construction and materials/equipment procurement, federal wage rates, preparation of bid documents, pre-construction conferences, labor interviews and payroll verifications, cost estimates, plan creation, contracts, and general project oversight.
- Oversee and administer all draws and financial aspects of the programs.
- Preparation of monthly status reports.
- Establish and maintain a record-keeping system acceptable to the Ohio Department of Development.
- Representation at all monitoring visits and preparation of all responses to monitoring findings.
- Perform all Fair Housing requirements of the program.

INFORMATION SOUGHT FROM APPLICANT

At a minimum, the following information shall be submitted to the City in response to this request:

- A list of personnel employed by the applicant that will be involved in the City's Program, and Fair Housing.
- The qualifications and experience of those personnel.
- A synopsis of the organization's experience in preparing, writing, and administering CDBG and other ODOB Programs.
- A list of other communities for which the organization provides (or has provided) CDBG and other ODOB Program administration and support and contacts within those communities.

REVIEW CRITERIA

After solicitation of proposals from an adequate number of professional service providers, a qualified panel will review the proposals received against factors for award identified in the RFP. The enclosed *Evaluation Criteria for Administrative Services Contract Award* will be used as the basis for evaluating proposals. The panel will use a competitive range procedure to establish a ranking order of successful proposals which may lead to a determination of whether negotiations should be held with service providers that fall within the competitive range, or if the contract should be awarded to the top offeror in the range. A recommendation will then be made to the Mayor and/or City Council.

The City of Chillicothe will review all proposals submitted. If negotiations are held, "best and final offers" are requested and re-scored with the best offer, as well as most qualified offeror of services selected as the winner of the competition, subject to negotiation of a fair and reasonable price.

Upon completion of successful negotiations, if necessary, or a ruling from the City to proceed with awarding the contract to the top offeror, a contract will be executed with the City of Chillicothe.

SUBMISSION OF PROPOSALS

Proposals will be received at the address below or via email to clint.boggs@chillicotheoh.gov until the close of business on **April 7, 2023**. If submitted via email, it is the responsibility of the sender/offeror to confirm "Receipt of the Proposal" by the City of Chillicothe.

Please address all correspondence:

**Office of the Mayor
35 South Paint Street
Chillicothe, OH 45601**

EVALUATION CRITERIA FOR ADMINISTRATIVE SERVICES
CONTRACT AWARD

SCORING INSTRUMENT

CATEGORY	Possible Points	Awarded Points
-----------------	------------------------	-----------------------

<i>A. EXPERIENCE WITH FEDERAL COMPLIANCE</i>		
Experience with small purchase procurement procedures, professional services procurement, and competitive sealed bid procedures.	5	
Experience conducting environmental reviews.	5	
Experience with fair housing/ equal opportunity requirements.	5	
Experience with financial management	5	
Experience with acquisition	5	
Experience with contract management	5	
Experience with labor compliance laws	5	
Experience with preparation of grant files for an audit	5	
Total	40	

<i>B. PERFORMANCE</i>		
Timeliness	10	
Completing work within budget	10	
Quality of work	10	
Total	30	

<i>C. CAPACITY TO PERFORM WORK</i>		
Staff to be assigned	5	
Staff time available	5	
Total	10	

<i>D. AFFIRMATIVE ACTION</i>		
* Small business	Yes No	
* Female-owned	Yes No	
* Minority-owned	Yes No	
Total		5

<i>E. NON-PROFIT STATUS</i>		
* Federal non-profit status		
* Prior CHIP experience		
* Expertise and staffing		
Total		5

<i>F. COST</i>		
Up to ten (10) points may be added for the most competitive bid based on an hourly rate	10	
Total	10	

<i>TOTAL POSSIBLE POINTS</i>		
Sum of scores received for Experience, Performance, Capacity to perform, Affirmative action, Non-Profit Status and Cost	100	

Date of Evaluation _____

INSTRUCTIONS TO RESPONDENTS

A. Offeror's Experience with Federal Compliance (40 Points)

In responding to each area of experience, the offeror must provide the following information:

- The organization for whom the work was performed;
- The approximate dates of the experience;
- The name of the contact person to verify the experience;
- A telephone number for the contact person;
- The type of tasks performed, and
- Any other relevant information offeror would like to provide for consideration of the selection committee

1. Experience with Small Purchase Procurement, Professional Services Procurement, and Competitive Sealed Bid Procurement Procedures.

This area of experience may include, but is not limited to the following types of activities:

- Experience in soliciting small purchase procurement price quotes;
- Experience in maintaining a small purchase procurement file;
- Experience with competitive negotiation procurement procedures;
- Experience in procuring such professionals as architects/engineers, attorneys, appraisers, abstractors, and auditors;
- Experience in preparing a Request for Proposal (RFP);
- Experience in preparing public notices for RFPs;
- Experience in notifying unsuccessful offerors;
- Experience in maintaining professional services procurement files;
- Experience with the competitive sealed bid procurement;
- Experience in procuring construction contracts;
- Experience in preparing bid packets;
- Experience in preparing invitation for bid public notices; and
- Experience in maintaining a construction contract procurement file.

2. Experience in Conducting Environmental Review

This area of experience may include, but is not limited to, the following types of activities:

- Experience in setting up Environmental Review files;
- Experience in determining Environmental Review status (Exempt, Categorically Excluded, and Complete Environmental Assessment);
- Experience with State Historical Preservation office and environmental compliance requirements;
- Experience with flood plain determination;
- Experience with environmental public notices;
- Experience in responding to comments received as a result of environmental public notices; and
- Experience in maintaining Environmental Review files.

3. Experience with Fair Housing/Equal Opportunity Requirements

This area of experience may include, but is not limited to the following types of activities:

- Experience with establishing Fair Housing/Equal Opportunity files;
- Experience with Affirmative Action; and
- Experience gathering data and keeping records relating to staff composition, job creation, contracts and subcontracts, Equal Opportunity Direct Benefit, and racial, ethnic, and gender benefit.

4. Experience with Financial Management

This area of experience may include, but is not limited to the following types of activities:

- Experience completing depository forms and signature cards;
- Experience with setting up internal controls;
- Experience with setting up journals, ledgers, and registers;
- Experience with maintaining financial files;
- Experience with reviewing source documents;
- Experience with preparing grant draws;
- Experience with reviewing invoices;
- Experience with posting transactions to journals;
- Experience with bank statements;
- Experience with completing financial reports; and
- Experience with maintaining financial files.

5. Experience with Acquisition

This area of experience may include, but is not limited to the following types of activities:

- Experience with the Uniform Act;
- Experience with the State Non-Uniform Act (104j) Plan;
- Experience working with appraisers and abstractors; and
- Experience conducting interviews and surveys of citizens.

6. Experience with Management of Contracts

This area of experience may include, but is not limited to the following types of activities:

- Experience coordinating with other funding sources;
- Experience amending contracts;
- Experience in maintaining correspondence files;
- Experience with contract monitoring; and
- Experience with grant progress reporting.

7. Experience with Labor Compliance Requirements

This area of experience may include, but is not limited to the following types of activities:

- Experience with Davis-Bacon Labor requirements;
- Experience with establishing Labor Compliance files;

- Experience requesting wage rate determinations and verifications;
- Experience explaining Labor Compliance requirements at pre-bid and pre-construction conferences;
- Experience with certification of apprentices and trainees;
- Experience maintaining Labor Compliance records.

8. Experience with Audits

This area of experience may include, but is not limited to the following types of activities:

- Experience with preparation of financial records, files, and materials prior to an audit;
- Experience providing technical assistance to auditors;
- Experience participating in audit exit conferences; and
- Experience with resolution of audit findings.

B. Performance (30 Points)

The selection committee will evaluate work performance in terms of timeliness, completion of work within budget, and the overall quality of the work performed. The basis of evaluation will be reference checks of the work experiences claimed in the preceding section.

1. Timeliness

This area of experience may include, but is not limited to the following types of activities:

- Returning calls;
- Completing contractual obligations; and
- Adhering to established schedules.

2. Completing Work within Budget

This area of experience may include, but is not limited to the following types of activities:

- Completing all contractual obligations within original budget; and
- Avoiding the necessity of contract amendments to increase funding.

3. Quality of Work

This area of experience may include, but is not limited to the following types of activities:

- General quality of work;
- Accuracy of work performed;
- Responsiveness to owner's needs; and
- Accessibility of the contractor to the owner.

C. Capacity to Perform Work (10 Points)

The selection committee will evaluate capacity to perform work in terms of staff to be assigned, staff experience, and staff times available. Below are instructions for responding to these criteria:

1. Staff to be Assigned *

This area of capacity may include, but is not limited to the following:

- The name of each staff person to be assigned tasks;
- The title of each staff person to be assigned tasks; and
- Tasks to be performed by each staff person.

* The offeror must provide the above information in responding to this criterion.

2. Staff Experience *

This area of capacity may include, but is not limited to the following:

- Staff prior experience; and
- Staff education.

* The offeror must provide the above information in responding to this criterion.

3. Staff Time Available

This area of capacity may include, but is not limited to the following:

- The average number of hours per day or week each staff person assigned tasks will be available;
- Other CDBG or other project commitments requiring staff time of those same individuals;
- On average by staff person, how many hours per day or week these other commitments require; and
- Demonstrate that other staff commitments will not interfere with the offeror's ability to meet the needs of the city/county.

D. Affirmative Action (5 Points)

Five (5) additional affirmative action points may be awarded to small businesses and businesses owned or controlled by socially disadvantaged groups.

Generally, a small consulting service business is considered to be a business with an annual volume of less than \$3.5 million. A minority-owned business is a business where at least 51% of the ownership is held by one or more disadvantaged groups. A minority controlled business is a business where at least 51% of the stock ownership is held by one or more disadvantaged groups.

The traditional minority groups are Black Americans, Hispanic Americans, Native Americans, and Asian-Pacific Americans. Native Americans include American Indians and Eskimo Aleuts. Asian Americans include U.S. citizens whose origins are from Japan, China, Philippines, Vietnam, Korea, Samoa, Guam, U.S. Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, and Taiwan.

A female-owned business is any business where at least 51% of the ownership of the

business is held by females. A female controlled business is any business where at least 51% of the stock ownership is held by females.

In order to claim the affirmative action points, the offeror must explain the basis of their eligibility for affirmative action points.

E. Non-Profit Status (5 Points)

Five (5) additional points may be awarded to non-profit organizations that have obtained Federal non-profit status and have the experience, expertise and the staffing to successfully Administer a Community Housing Improvement Program.

F. Cost (10 Points)

Up to ten (10) points may be added for the most competitive bid based on an hourly rate

TOTAL SCORE

The offeror's total score is obtained by totaling the offeror's scores for experience, performance, capacity to perform, affirmative action, non-profit status, and cost.