

# Marion City/County

## REGIONAL PLANNING COMMISSION

222 W. CENTER ST., MARION, OHIO 43302-3646

PHONE (740) 223-4140  
FAX (740) 223-4149  
EMAIL regionalplanning@co.marion.oh.us

March 9, 2022

### **REQUEST FOR QUALIFICATIONS/REQUEST FOR PROPOSAL (RFQ/RFP) PY 2022 COMMUNITY HOUSING IMPACT AND PRESERVATION (CHIP) PROGRAM**

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

### **SCOPE OF WORK**

#### **COMMUNITY HOUSING IMPACT AND PRESERVATION PROGRAM**

The expected product of Community Housing Impact and Preservation Program shall meet, at a minimum, the requirements of the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program (Small Cities Program) and the Department's HOME Program, as well as, the Ohio Department of Development, Office of Community Development (OCD).

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

#### **Grant Application Preparation & Release:**

- Prepare the Community Housing Impact and Preservation (CHIP) Program application, including all required forms, resolutions, public hearings, budgets, administration/implementation summaries, and all other requirements for meeting OCD guidelines and deadlines;
- Schedule, conduct and oversee Housing Advisory Committee (HAC) meetings and/or necessary planning process in accordance with OCD guidelines;
- Prepare a complete PY2022 CHIP application for the Marion County to be submitted to the ODOD/OCD by the applicable application deadline. In addition, have the application submitted to the Marion County prior to the deadline for review and approval;
- Complete the Environmental Review Tier-1 record for the complete project according to ODOD/OCD guidelines, as well as, necessary forms for the Release of Funds to OCD;
- Prepare any necessary Policy Manual Update;

- Once funding has been awarded, schedule, publicize, and conduct public meetings to announce the availability of funds through the program.

**Client Application Intake, including Fair Housing:**

- Develop an application process to solicit potential participants;
- Assess their qualifications, their need, and their suitability to participate in the program;
- Assure compliance with all grant regulations;
- Establish a system to certify contractors to work in the Program;
- Draft contracts, mortgages, and all other program documents required by the Department of Development, Office of Community Development;
- Enter all required data and upload all required documents for the 2022 CHIP program into OCEAN;
- Work with the County Auditor or other designated individual to implement a system of setting up and paying draws to contractors and vendors;
- Conduct housing counseling sessions with participants;
- Conduct Fair Housing training sessions with participants;
- Prepare reports that track the progress of the CHIP Program and forward said reports to Marion County and the City of Marion on at least a quarterly basis;
- Establish and maintain a record-keeping system acceptable to the Ohio Development Service Agency, Community Services Division, Office of Community Development.

**Rehabilitation Inspection Services:**

- Establish and maintain a program oversight effort to inspect the homes to be rehabbed before work is begun, during construction, and after construction is complete, but before payments have been approved;
- Perform preliminary feasibility inspections of selected dwellings to establish rehabilitation viability;
- Schedule inspections for lead paint, plumbing, and furnaces as needed;
- Undertake a “walk-through” of the projects with selected contractors;
- Provide the County's Housing staff and officials with written specifications and cost estimates for projects;
- Conduct contractor tours of proposed projects;
- Review contractor bids and submit the “lowest and best” bid recommendation on each;
- Conduct interim inspections to assure work is being properly undertaken and assist with any necessary day-to-day administration of the project, including all Lead Hazard Reduction activities, as well as assure progress payments are justified for all projects;
- Inform the County of any contractor in non-compliance with contract specification, and/or lack of good workmanship including the need to remove a contractor from

project(s) if necessary, understanding that the County retains sole authority to suspend a contractor;

- Undertake clearance testing for Lead Hazard final inspection and authorize final payments on all projects;
- Approve all contractor requests for payment and approve change orders;
- Provide the City with copies of documentation generated by the Housing Rehabilitation Specialist in the completion of his contractual obligations;
- Be available for telephone consultation at appropriate and convenient times;
- Specialist will hold a license for Lead Risk Assessment;
- Meet as needed with homeowners, contractors and County staff to provide documentation/information for dispute resolution, if needed;
- Provide County staff with technical updates, documents, and materials relative to Rehabilitation standards;
- Provide before and after photos of the project;
- Obtain contractor Liability and Workers Comp. Certificates as required.

#### **FAIR HOUSING PROGRAM COMPONENT**

The expected product of the County's Fair Housing Program shall meet, at a minimum, the requirements of the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) Program (Small Cities Program), , as well as, the Ohio Development Service Agency, Community Services Division, Office of Community Development.

The requirements include, but are not limited to, the ability to:

- Schedule, publicize and conduct public meetings in areas benefiting from Community Housing Impact and Preservation Program funds per the requirements of HUD.
- Act as the County's point of contact for Fair Housing complaints, and coordinate efforts with the appropriate regional office of the Ohio Civil Rights Commission.
- Provide printed fair housing information to all CHIP Program participants/applicants as well as the required number of outside agencies/organizations for outreach.
- Provide reports, as needed, to designated individuals or offices, detailing Fair Housing activities undertaken in and for the County.
- Coordinate, conduct, and prepare documentation of required training sessions.

#### **INFORMATION SOUGHT FROM APPLICANT**

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

- A list of personnel employed by the applicant that will be involved in the County's CHIP Program, and Fair Housing.
- The qualifications and experience of those personnel.

- A synopsis of the organization’s experience in preparing and writing CHIP applications, the administration and implementation of CHIP Programs, and conduct of Fair Housing programs.
- A list of other communities for which the organization provides (or has provided) CHIP Program administration and support, and Fair Housing, and contacts within those communities.

## **REVIEW CRITERIA**

After publication of the RFQ/RFP and 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 use the basis for evaluating, the panel, no less 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 County Commissioners.

The County Commissioners 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 Commission to proceed with awarding the contract to the top offeror, a contract will be executed with the Marion County Commissioners.

## **SUBMISSION OF PROPOSALS**

Applications will be received at the address below or via email to [ecummings@co.marion.oh.us](mailto:ecummings@co.marion.oh.us) until the close of business on **Friday, March 25, 2022**. If submitted via email, it is the responsibility of the sender/offeror to confirm "Receipt of the Proposal" .

Please address all correspondence to:

Evelyn Warr-Cummings, Planning Director  
Marion City/County RPC  
222 W Center St., #2002  
Marion, Ohio 43302  
740-233-4140  
[ecummings@co.marion.oh.us](mailto:ecummings@co.marion.oh.us)

# EVALUATION CRITERIA FOR RFP FOR CHIP ADMINISTRATION

## SCORING INSTRUMENT

Firm Name: \_\_\_\_\_

Agency Being Evaluated: \_\_\_\_\_

Scoring Criteria	Possible Points	Rating
Experience in the Administration of CHIP Programs as well as other projects and Federal Programs including CDBG Programs.	20	
Professional Qualifications of the Agency, Resumes of Key Personnel, including hourly rate of staff involved, fees for Administration and Implementation.	20	
Experience working with projects involving the administration and Implementation of Federal and State Funds.	10	
Past Record of Performance of CHIP or CDBG Programs for the City or County of Marion within the last 10 years.	20	
Furnish list of CHIP Projects/Programs, CDBG Programs or other Federal, State and Local Programs which Agency has been involved.	10	
Experience and Qualifications for performing Fair Housing Responsibilities under CHIP and Allocation Grants.	10	
Cost: Reasonable charges	10	
<b>TOTAL</b>	<b>100</b>	

*The Community has the right to interview any or all consultants and select the firm based upon the review and analysis of the qualification statements. The Community will enter into a contract with the responsible offeror whose qualifications will be most advantageous to the County and subject to negotiation and fair and reasonable compensation with responsible offerors.*

Evaluator Name & Title: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE:** Three persons from the community need to separately review each organization, for a total of three separate evaluations per organizations.

*Evaluation of Organization Number \_\_\_\_ of 3*