

Marion City/County **REGIONAL PLANNING COMMISSION**

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March 9, 2022

REQUEST FOR QUALIFICATIONS/REQUEST FOR PROPOSAL (RFQ/RFP) FOR ENGINEERING AND GRANT ADMINISTRATIVE SERVICES FOR PY 2022 & 2023 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Marion County, in partnership with the Marion County Regional Planning Commission, is soliciting information from selected organizations relevant to their work capabilities and qualifications to administer competitive grants within the Office of Community Development Small Cities Program: Critical Infrastructure, Residential Public Infrastructure, target of Opportunities, Downtown Revitalization and/ or Neighborhood Revitalization Grants depending on what needs are identified in Marion County during the 2022 and 2023 Program years.

SCOPE OF WORK

SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

The expected product of Community Development Block Grant Program shall meet, at a minimum, the requirements of the U.S. Department of Planning 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:

- Assist the Marion County Regional Planning Staff to prepare the Community Development Block Grant Program application, including all required forms, resolutions, public hearings, budgets, administration/implementation summaries, and all other requirements for meeting OCD guidelines and deadlines;
- Assist with scheduling, conducting, and overseeing village meetings and/or necessary planning process in accordance with OCD guidelines;
- Prepare a complete PY2022 COMPETITIVE application(s) 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;

- Once funding has been awarded, schedule, publicize, and conduct public meetings to announce the availability of funds through the program.
- Prepare reports that track the progress of the COMPETITIVE 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.

Inspection Services:

- Schedule inspections as needed;
- Undertake a “walk-through” of the projects with selected contractors;
- Provide the County's Planning 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;
- Approve all contractor requests for payment and approve change orders;
- Provide the County with copies of documentation generated by the Engineer;
- Be available for telephone consultation at appropriate and convenient times;
- Meet as needed with village, contractors and County staff to provide documentation/information for dispute resolution, if needed;
- Provide County staff with technical updates, documents, and materials relative to Engineering standards;
- Provide before and after photos of the project;
- Obtain contractor Liability and Workers Comp. Certificates as required.

INFORMATION SOUGHT FROM APPLICANT

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

Qualifications:

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

- A synopsis of the organization's experience in preparing and writing CDBG COMPETITIVE applications, the administration and implementation of CDBG COMPETITIVE Programs, and conduct of Fair Housing, if they have that experience.
- A list of other communities for which the organization provides (or has provided) COMPETITIVE Program administration and support, and Fair Housing, and contacts within those communities.

Proposal/ Fees structure

- Cost to write a grant application on behalf of Marion County
- Hourly fees for grant admiration services to bid out and oversee construction projects and grant compliance.
- Pricing sheet for design, estimating and inspection engineering services.

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 Engineering/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 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

EVALUATION CRITERIA FOR RFP FOR CDBG ENGINEERING & ADMINISTRATION

SCORING INSTRUMENT

Firm Name: _____

Agency Being Evaluated: _____

Scoring Criteria	Possible Points	Rating
Experience in writing grants for CDBG Programs as well as other projects and Federal 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 CDBG Programs for the City or County of Marion within the last 10 years.	20	
Furnish list of 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	
TOTAL	100	

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