

RESOLUTION ORDERING REQUEST FOR PROPOSAL FOR REHABILITATION SPECIALIST SERVICES UNDER THE COMMUNITY HOUSING AND IMPACT PRESERVATION PROGRAM PY 2023, DEPARTMENT OF PLANNING AND DEVELOPMENT

WHEREAS, Jake Brand, Director of Planning and Development, requests that the Ashtabula County Board of County Commissioners order Request for Proposals for Rehabilitation Specialist Services for the PY 23 Community Housing Impact and Preservation Program; and

WHEREAS, Because the above request is estimated to be is in excess of \$50,000.00, it is necessary to advertise for proposals as required by Section 307.862 Ohio Revised Code in accordance with specifications now on file in this office; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio, that a proposal opening will be held on May 24, 2023 at 3:00 p.m. and received by the Community Services and Planning Department and the Clerk of the Board is hereby ordered to advertise in a newspaper of general circulation, via the internet at the Ashtabula County Website, <http://ashtabulacounty.us/bids> and to post notice of said proposal on the bulletin board as required by law.

**ASHTABULA COUNTY COMMISSIONERS
CERTIFICATION PAGE**

Resolution No. 2023-269

May 16, 2023

**RESOLUTION ORDERING REQUEST FOR PROPOSAL FOR REHABILITATION
SPECIALIST SERVICES UNDER THE COMMUNITY HOUSING AND IMPACT
PRESERVATION PROGRAM PY 2023, DEPARTMENT OF PLANNING AND
DEVELOPMENT**

Upon the motion of J.P. Ducro IV, seconded by Casey R. Kozlowski.

VOTE:

**Casey R. Kozlowski
Kathryn L. Whittington
J.P. Ducro IV**

**Aye
Absent
Aye**

CERTIFICATE OF CLERK

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon and duly passed by the Board of County Commissioners of Ashtabula County, Ohio, on the date noted above.



Lisa Hawkins, Clerk of the Board
Board of County Commissioners
Ashtabula County, Ohio

REQUEST FOR PROPOSAL
PY 2023
COMMUNITY HOUSING IMPACT AND PRESERVATION PROGRAM
Ashtabula County, Ohio

Ashtabula County along with the Cities of Ashtabula, Conneaut and Geneva are applying for Community Housing Impact & Preservation Program (CHIP) funds as a partnership with Ashtabula County acting as the lead agency. As lead agency Ashtabula County intends to contract with a Rehabilitation Specialist for a two year term beginning in 2023 to assist with implementation of the CHIP grant, if funded. Ashtabula County is requesting qualified agencies to submit a “**Statement of Proposal**” to assist the County of Ashtabula and the Partnering Cities with the implementation of the State of Ohio **PY 2023 Community Housing Impact and Preservation Program** described below in Scope of Work.

Scope of Work

The Rehabilitation Specialist under direction of the CHIP Program Staff will be expected to render certain necessary technical advice, assistance, and other services.

1. 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.
2. Perform preliminary feasibility inspections of selected dwellings to establish rehabilitation viability including, but not limited to, Lead Safe Housing Screening Worksheet (RRS Appendix 7-A), and Property Inspection List (RRS Appendix 1-A).
3. Conduct Lead Risk Assessment and Clearance on the property as needed.
4. Provide work specifications and cost analysis for all work to be done including those items identified in the lead risk assessment (if required).
5. Review specifications with property owner and CHIP Program Staff.
6. Conduct pre-bid walk-through of the projects with property owner and selected contractors.
7. Conduct pre-construction meeting with the homeowner, contractor and CHIP Program Staff.
8. 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, review/approve change orders, as well as assure progress payments are justified for all projects.
9. 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.
10. Review and submit all contractor requests for payment to CHIP Program Staff..
11. Secure executed copies of the Lien Waiver and Warranty from the

- contractor as well as the Homeowner Satisfaction Statement and give to CHIP Program Staff for files.
12. Be available for telephone consultation at appropriate and convenient times.
 13. Meet as needed with homeowners, contractors and County staff to provide documentation/information for dispute resolution, if needed.
 14. Provide County staff with technical updates, documents, and materials relative to Rehabilitation standards.
 15. Provide before, during(lead) and after photos of the project

The Provider must have a complete understanding of CDBG, HOME and CHIP program requirements and regulations and knowledge of other federal requirements, such as EEO, Fair Housing and Civil Rights. Consulting staff should be available for attendance at pre-scheduled meetings and public hearings, as requested by the County of Ashtabula.

The Ashtabula County Commissioners (Lead Agency) will contract with the Provider that offers the best qualifications related to County and Partnering Cities' needs, that has assigned staff available when needed, and that offers a competitive rate for services, **for a two (2) year period**. The Provider will be expected to work closely with the County of Ashtabula and Partnering Cities' offices commencing upon full execution of the agreement. Further, the selected Provider will assist in the monitoring of program and the timely completion and filing of required State/Federal reports when requested by the County of Ashtabula

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SUBMISSION OF PROPOSAL

Preparation of Proposal

Proposals must provide a straightforward, concise delineation of qualifications, capabilities, and experience to satisfy the requirements of the RFP. Expensive binding, colored displays, promotional materials and the like are not necessary or desired. The proposal must include all costs that relate to services submitted.

Proposal Cost

The costs of developing proposals are entirely the responsibility of the Provider and shall not be chargeable to Ashtabula County under any circumstances.

Provider Representative's Signature

An individual who is authorized to bind the Provider contractually shall sign the proposal. The signature must indicate the title or position the individual holds in the Provider's organization. Any and all unsigned proposals will be rejected.

Acceptance and Rejection of Proposals

The County of Ashtabula reserves the right to:

- Reject any or all proposals, or any part thereof.
- Waive any informality in the proposals.

The decision of the Ashtabula County Commissioners and the Partnering Communities shall be final. The waiver of an immaterial defect shall in no way modify the RFP documents or excuse the Provider from full compliance with its specifications if the Provider is awarded the contract.

Initial Proposal Evaluation

Proposals received must meet the following minimum requirements to be deemed "Qualified". Those which do not will be deemed "Non-qualified" and will not receive further review.

- 1) Timely Submission – The proposal is received at the address designated in the RFP by May 24, 2023 at 3:00 p.m. Proposals mailed but not received at the designated location by the specified date will be deemed "Non-qualified" and will not be considered.
- 2) Completeness of Submission – proposal submission must include at minimum:
 - a) Timely Submission of the Proposal
 - b) Required number of copies: 1 master and 1 copy in pdf format on flash drive
 - c) Signed Applicant Information Sheet
 - d) Signed Cost Proposal Sheet
 - e) All designated Attachments
 - f) All sections defined in Proposal Format

Qualified Proposal Evaluation

All "Qualified" proposals will be reviewed, evaluated and rated. At any time during the review, and at any level of the review, the Partnering Communities may request additional information from the Provider. Information may be requested from sources other than the written proposal to evaluate the Provider.

All information obtained will be used to make a final selection. The evaluation will include, but will not be limited to:

- Strength/Stability of the Provider to provide the requested services
- Ability to meet the project time lines
- Overall responsiveness and completeness of the proposal
- Scope of service being proposed
- Personnel qualifications
- Distinguishing characteristics
- Cost of proposed service
- Any other facts considered relevant by the department, demonstrated by the proposal or investigation by the County of Ashtabula.
- Experience with a similar projects of comparable size and scope

Proposal Selection

Proposal selection does not guarantee a contract for services will be awarded. The selection process includes:

- Evaluation of all qualified proposals.
- Selection of one or more Providers based upon the results of the evaluation, and that the Partnering Communities considers being the most advantageous for Community Housing Impact and Preservation Program.
- Negotiation between the Partnering Communities and the Provider(s) selected to finalize the details of the contract document.
- Recommendation of the Provider will be given to the Ashtabula County Commissioners for a contract award if the Partnering Communities and the Provider are able to successfully finalize the contract document details. If the County of Ashtabula and the Provider are unable to successfully come to terms regarding the contract, the County of Ashtabula reserves the right to terminate contract discussions with the Provider. The Partnering Communities will not recommend the Provider to the Ashtabula County Commissioners. In this event, the Partnering Communities reserves the right to select another Provider from the proposal process, cancel the RFP, or reissue the RFP if this is deemed necessary.

TERMS AND CONDITIONS

The evaluation of proposals submitted in response to this RFP may result in the issuance of a contract. The contract shall incorporate the terms, conditions and requirements of the RFP, the Provider's proposal, and all other agreements that may be reached. The Department of Community Services and Planning may choose to design, develop and implement the structure of the contract, or approve an existing contract format. The successful Provider's proposal, this RFP and other applicable, addenda will become part of the final contract.

Contract Period, Funding & Invoicing

A contract will be written for the period of time covered by the PY2023 CHIP Grant Agreement, if obtained. The contract will have a tentative effective date of 12/1/2023. The contract is based upon reimbursement for services provided. Providers can claim payment for services delivered according to the service specifications in amounts determined by negotiated unit rates. Providers will submit invoices for the actual services provided.

REQUIREMENTS & SPECIFICATIONS

Description of Services

1. General background history of Provider and number of years in operation;
2. Principal to be in charge if awarded, with resumes of all those who will work on the project;
3. Statement of previous planning and HUD/CDBG/HOME/OCD Program experience in Ashtabula County and/or elsewhere;
4. A minimum of four Project references; and
5. Unit/Hourly cost proposal for all staff members who would be providing professional technical services to Ashtabula County, broken down by tasks necessary to complete project and the name of the lead individual who will be the daily, on-call person for the Partnering Communities.

The Partnering Communities will evaluate the statement of qualifications based upon experience with the aforementioned activities. The evaluation factors will include: (1) experience with and knowledge of CDBG and CHIP Program regulations and requirements; (2) familiarity with CDBG and CHIP project management and community coordination; and (3) ability to meet client CDBG/CHIP program needs; .

All statements of qualifications/cost proposals and other requested information must be received on or before 3:00 p.m. on Wednesday May 24, 2023, at the following address:

**Ashtabula County Community Services and Planning
Attn: Dawn Gates, Grant Specialist
25 West Jefferson Street
Jefferson, Ohio 44047-1092**

The services of the Consultant will commence as soon as selection is made and shall be undertaken and completed in such sequence as to assure the expeditious completion of the PY 2023 Community Housing Impact and Preservation Program. In any event, all of the services required hereunder shall be completed within the allotted time frame as stated in the Grant Agreement involved with each grant.

Cost Proposal Sheet

Work Elements		Proposed Cost
		Per Unit
Owner Rehabilitation	Comprehensive Housing Review	
	Lead Base Paint Risk Assessment	
	Pest Inspection	
	Historic Review	
	Rehabilitation and Lead Work Write-up/ Specs.	
	Cost Estimate	
	Interim Inspections (progress/lead inspections)	
	Change Order Inspections/Misc. Inspections	
	Final Inspection	
	Lead Clearance Test	
Home Repair/	Initial Inspection	
Rental Home Repair	Specifications & Estimates	
	Change Order Inspections/Misc. Inspections	
	Final Inspection	

Lead Contact Person: _____.

Phone Number/Email: _____.

Provider Name: _____.

Proposal Authorized By _____.

Signature

Name