



# Carroll County Commissioners

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*Commissioners*

*Donald E. Leggett II \* Christopher R. Modranski \* Robert E. Wirkner*

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## **REQUEST FOR QUALIFICATIONS/REQUEST FOR PROPOSAL (RFQ/RFP) PY 2025 COMMUNITY HOUSING IMPACT AND PRESERVATION (CHIP) PROGRAM**

Pursuant to the Ohio Development Service Agency, Community Services Division, Office of Community Development, Program Policy Notice: OCE 15-02, Carroll County is soliciting information from selected organizations relevant to their work capabilities and qualifications to administer the above-mentioned program.

### **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 Enhancement (OCE).

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

#### **Grant Application Preparation; Environmental Review and Release of Funds Preparation and General Administration Services:**

- Schedule, Advertise and Conduct all required public hearings, meetings or other processes required for the CHIP Program Application, including preparing and publishing Legal Notices, Agendas, Sign in Sheets and Minutes, in accordance with OCE guidelines;
- Consult with the County regarding all possible activities permitted under the program, discuss pros and cons of each, offer advice and recommend the selection of those that are best suited to meet the needs of the community taking into consideration the likelihood of successful completion of each activity;
- Procure Lead Risk Assessor to perform Lead Risk Assessments;
- Prepare any necessary Policy and Procedure Manual Updates;
- Prepare the PY2025 Community Housing Impact and Preservation (CHIP) Program application, including all required forms and attachments, legislation, partnership agreements, Community Services Resource Guide, all planning requirements, marketing plan, program income

implementation plan, activity elements, contractor capacity, and any other required attachments, plans, schedules, summaries, charts, and narratives required for meeting OCE guidelines and deadlines;

- Make a copy of the application available for review and comment to the County prior to the deadline for submittal;
- Complete the Environmental Review Tier-1 record for the complete project according to ODOD/OCE guidelines;
- Prepare and publish all required notices as well as any necessary forms for the Release of Funds process;
- Once funding has been awarded, schedule, publicize, and conduct public meetings to announce the availability of funds through the program.
- Develop forms and documents to use in the application process and solicit potential participants;
- Develop program forms and documents including but not limited to tier 2 environmental reviews, contracts, mortgages, HOME written agreements, contractor selection documents, complaint resolution documents, contractor applications, terms and conditions for homeowners and contractors, work specification/cost estimate documents, change order forms, inspection checklists, billing documents, invoices, contracts with a lead risk assessor for required inspections, combustion testing forms, pest inspection contracts, punch lists, final inspection/client satisfaction forms;
- Prepare spread sheets tracking the progress of the grant in the community and forward it to County on a monthly basis;
- Maintain files, attend all State monitoring visits, and prepare draft responses to monitoring findings;
- Oversee all items reported or uploaded onto OCEAN including status reports;
- Oversee the program from grant award date to grant completion date.

#### **Housing Specialist Services:**

- Receive, Review and process completed applications and supporting documents, i.e. wage statements, pay stubs, social security statements, bank statements, income tax returns, retirement/pension statements, property tax records, mortgage statements, deeds, auditor appraisals, insurance documentation, and any other necessary documents, and then evaluate said items to determine/verify CHIP Program eligibility, in compliance with program guidelines and regulations;
- Disseminate Fair Housing and Lead brochures and complaint resolution materials;
- Perform Tier 2 Environmental Reviews including OHPO coordination;
- Assure compliance with all grant regulations;
- Procure Pest inspectors;
- Establish a system to attract and certify contractors to work in the Program and maintain a list of approved contractors together with copies of liability insurance, workers compensation certification and lead licenses and/or RRP Certificates;
- Draft contracts, mortgages, notes, HOME written agreements, and all other program documents required by the DOD/OCE for each project;

- File mortgages with the County Recorder’s Office;
- Meet with approved applicants to review and sign all necessary program documents including the Dispute Resolution Process form, and the Contractor selection/rejection forms and provide clients with copies of all signed documents;
- Schedule appointments for inspections necessary for rankings, creation of project work specifications and cost summary, pre-bid meetings, pre-construction conferences, contract signings, and final inspections;
- Conduct housing counseling sessions with participants if required;
- Implement a bid process whereby applicants select or deselect any unwanted contractors from the bid process, send bid documents to remaining approved contractors and receive all submitted bids.
- Review all bids to determine they are complete and award the project to the lowest and best bidder;
- Enter all required data and upload all required documents into OCEAN or any other required interface with the DOD/OCE;
- Work with the County Auditor or other designated individual to implement a system of setting up and paying draws to contractors and vendors;
- Maintain a fiscal accounting system for tracking all funds available for use under the program by activity type and tracking all funds spent on individual projects;
- Prepare reports that track the progress of the CHIP Program and forward said reports to the County on a monthly basis;
- Be available for telephone consultation at appropriate and convenient times;
- Attend all State monitoring visits;
- Establish and maintain a record-keeping system acceptable to the Ohio Department of Development, Office of Community Enhancement, including maintain a complete file for each project undertaken or walked away from.

**Rehabilitation Inspection Services:**

- Perform preliminary feasibility inspections of selected dwellings to establish rehabilitation viability;
- Perform a detailed inspection in order to rank the homes to be rehabbed, and to assess the viability of homes to receive repairs, so that detailed cost estimate and work specifications can be prepared;
- Schedule and perform all required testing set forth in the CHIP RRS guidelines including Lead Risk Assessments, Pre and Post Combustion appliance testing, furnace draft and temperature rise testing, leak testing for gas lines and air conditioning refrigerant, pest inspections, water/well/septic system inspections, mold testing if visible mold exists, and final lead wipe and visual clearance testing as needed;
- Prepare work specifications/cost estimate for each project;
- 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;
- Review contractor bids and submit the “lowest and best” bid recommendation on each;

- Require all contractors to perform services in compliance with the OCE Residential Rehabilitation Standards (RRS);
- Conduct a pre-construction meeting with homeowner, contractor and CHIP staff;
- 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;
- Review and approve or deny all change order requests;
- Perform a final inspection with the homeowner and contractor, and prepare a punch list if necessary;
- Review and approve or deny all contractor requests for payment, including approved change orders and final payment;
- Serve as liaison between Contractors and homeowners;
- Provide the County 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;
- Rehabilitation Specialist will hold a license for Lead Risk Assessment and for Lead Abatement Contractor;
- 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 Insurance, Workers Compensation Certificates and Lead Licenses or RRP Certificates as required;
- Attend all State monitoring visits.

**Fair Housing Program Services:**

The Fair Housing Program component of the Community Housing Impact and Preservation Program requires that applicants and participants, as well as other residents of the project area, receive information, outreach and training regarding Fair Housing rights and responsibilities in accordance with 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 Department of Development, Office of Community Enhancement. In addition, Fair Housing complaints need to be answered and resolved in a timely manner.

The requirements include but are not limited to:

- Schedule, publicize and conduct public meetings in communities 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 outreach materials to all CHIP Program participants/applicants as well as a minimum 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.
- A cost proposal for both Administration Costs and Soft Costs

### **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 Ashland County Commissioners.

### **SUBMISSION OF PROPOSALS**

Applications will be received at the address below or via email to [mschaar@carrollcountyohio.us](mailto:mschaar@carrollcountyohio.us) and [amayle@carrollcountyohio.us](mailto:amayle@carrollcountyohio.us) until the close of business on **Friday, February 28, 2025**. If submitted via email, it is the responsibility of the sender/offeror to confirm "Receipt of the Proposal".

Please address all correspondence to:

Melissa Schaar, Commissioner's Clerk/April Mayle, Assistant Clerk  
Board of Carroll County Commissioners  
119 S. Lisbon Street, Suite 201  
Carrollton, Ohio 44615  
(330) 627-4869

# 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 Carroll County 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*