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Request for Qualifications

Carroll County invites qualified consultants to submit Qualifications/Proposal Statements to provide a range of services related to the implementation of the Carroll County 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 County's PY 2025 through PY 2026 Community Development Block (CDBG) Allocation and Competitive Grant Programs. Interested firms should contact Thomas Konst at (330) 627-5611 or tkonst@carrollcountyohio.us for a packet including instructions and submission requirements. Responses will be no later than March 6, 2025 by 3:00 p.m. to the Carroll County Board of Commissioners, Attn: Thomas Konst, 119 S. Lisbon Street, Suite 201, Carrollton, Ohio 44615, or by email to tkonst@carrollcountyohio.us. Questions should be addressed to Mr. Konst by March 5, 2025 at 1:00 p.m.

This notice is posted on Carroll County's web site. Bidders may access this Notice via the internet by typing in the address bar www.carrollcountyohio.us and clicking on the button titled "Quick Links" at the top of the page and selecting the link for public notices.

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**REQUEST FOR QUALIFICATIONS AND PROPOSAL (RFQP)
FOR DEPARTMENT OF DEVELOPMENT GRANTS INCLUDING THE PY 2025
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: OCI 15-02, Carroll County is soliciting information from selected organizations relevant to their work capabilities and qualifications to administer the above-mentioned programs.

SCOPE OF WORK

Carroll County invites qualified consultants to submit Qualifications/Proposal Statements to provide a range of services related to the implementation of the County'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 County's PY2025 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 Carroll County 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/OCI guidelines; Complete the Environmental Review record for the complete project according to ODOD/OCI 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; and
- Perform all Fair Housing requirements of the program.

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 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 ODOD Programs.
- A list of other communities for which the organization provides (or has provided) CDBG and other ODOD 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 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 Board of 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 Commissioners to proceed with awarding the contract to the top offeror, a contract will be executed with the Board of Carroll County Commissioners.

SUBMISSION OF PROPOSALS

Proposals will be received at the address below or via email to tkonst@carrollcountyohio.us until 3:00 p.m. on March 6, 2025. If submitted via email, it is the responsibility of the sender/offeror to confirm "Receipt of the Proposal" by the County Commissioners.

Please address all correspondence to:

Thomas Konst, CDBG Coordinator
Carroll County Commissioners
119 South Lisbon Street, Suite 201
Carrollton, Ohio 44615
(330) 627-5611
(330) 627-6656 (fax)
tkonst@carrollcountyohio.us