

REQUEST FOR QUALIFICATIONS AND PROPOSALS

On behalf of the City of Marion and County of Marion, the Marion City/County Regional Planning Commission requests qualification statements from qualified professional engineering-architectural-design and construction-inspection consulting firms to perform necessary functions for their Community Development Block Grant (CDBG), ODOT, FEMA and similar State or Federal funding programs. In addition, more specifically:

1. The City of Marion is requesting professional qualifications from design, architectural and engineering firms related to CDBG projects. The City often has projects involving 100+ year old private commercial, residential mixed use, and public **buildings**. Design Professional will need to have familiarity and expertise dealing with the Ohio Department of Commerce, Division of Industrial Compliance and Marion Public Health Department for plumbing codes.
2. On behalf of the City of Marion or Marion County Villages, assistance in downtown planning (downtown development plan, market study/analysis, design review), the preparation of **CDBG competitive applications** for Downtown Revitalization, Neighborhood Revitalization, Critical Infrastructure, Target of Opportunity, Economic Development, Housing Rehabilitation, or other similar programs, administration if funded, and related Public Works, ODOT, or other funding opportunities. This could include, as required, architectural and engineering work required for infrastructure or design improvements as well as building and project inspection services.
3. In conjunction with the proposal for section #2, above, or as a separate stand-alone qualification/ proposal statement; program design, application, administration, implementation, residential property rehabilitation specs and inspection, and asbestos and lead-based paint risk assessments and clearances for a City of Marion, County of Marion, or combined **Community Housing Improvement Program (CHIP) and Fair housing Program Implementation**

Qualifications and Proposals may be submitted for # 1, 2, or 3 above, or more than one area and retained for use by Marion City and Marion County with the intent of using for FY 2018, 2019, FY 2020, or FY 2021 funding, but may also be used for other specialized projects such as property demolition or floodproofing.

All proposals must be responsive to the Scope of Work section of this RFP and must meet the content of the RFQ/RFP criteria. Applicants are invited to submit one original and one copy of their response to Evelyn Warr-Cummings, Director, Marion City/County Regional Planning Commission, 222 West Center Street, Marion, Ohio 43302 no later than **September 27, 2019**. The Complete RFQ/RFP may be requested from Evelyn Warr-Cummings (740-223-4143) or Robert Morris (740-223-4146).

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SCOPE OF WORK AND FIRM SELECTION FOR:

1. Critical Infrastructure Fire Station Renovation RFP:

The City of Marion is requesting professional qualifications from design, architectural and engineering firms related to Community Development Block Grant (CDBG) projects. The City often has projects involving 100+ year old private commercial, mixed-use and public buildings. Design Professional will need to have familiarity and expertise dealing with the Ohio Department of Commerce, Division of Industrial Compliance and Marion Public Health Department for plumbing codes.

RFP for Marion Fire Station #1

The City of Marion has a CDBG funded Critical Infrastructure grant with which it intends to make structural repairs to the 112-Year-old Fire Station located at 186 S. Prospect St., Marion, OH. The brick structure is two stories topped with a deteriorating brick fire hose tower. The concrete garage bay has weakened to the point that it can no longer hold the weight of the fire trucks. The building envelope is showing significant water infiltration. The City is seeking proposals for architectural and engineering services necessary to oversee permitting process on behalf of the City, create specifications assist with contract management, inspection services for the following work to the building:

1. Repair the concrete garage bay floor;
2. Create a roof storm drainage system;
3. Replace EPDM roof
4. Exterior walls are bowing and require repair to regain the structural integrity of walls, floor, and attic space.
5. Repair the parapet wall on the west side of the building;
6. Determine scope of work for partial exterior tuck pointing

Interested firms should provide the Marion City/County Regional Planning Commission with the following information:

1. Proposed management and staffing; and individuals who could be allocated to the projects.
2. A brief description of the firm's related experience and individuals' experience in developing design financing and design plans for these types of projects, construction cost estimates, and familiarity with downtown revitalization, economic development, and other CDBG funded projects.
3. Experience with Downtown Revitalization planning and funding success.

SCOPE OF WORK AND FIRM SELECTION FOR:

2.General CDBG Competitive Applications RFP:

1. The Marion City/County Regional Planning Commission will review and evaluate the statements of qualifications filed. Evaluation criteria include, but are not limited to:
 - a. Specialized experience or technical expertise of the firm and its personnel in connection with CDBG and other funding programs, and all related requirements.
 - b. Past record of performance on contracts with the MARION CITY AND MARION COUNTY and/or other clients, including quality of work, timeliness, and cost control.
 - c. Capacity of the firm to perform the work within time limitations, taking into consideration the current and planned workload of the firm.
 - d. Familiarity of the firm with downtown revitalization/economic/Marion City and County development projects and the type of problems applicable to the project.
 - e. Familiarity and experience with the MARION CITY AND MARION COUNTY and communities of similar size and project scope.
2. Negotiations will begin with the top candidate (s) selected. If negotiations are not successful, the process will begin again with the candidate rated second and so on.
3. Upon completion of successful negotiations, a contract or contracts will be executed with the MARION CITY AND/OR COUNTY.

Offerors are invited to submit RFQ statements and Proposal for #1 and #2 to be received not later than 4:00 September 27, 2019, . An original and one (1) copy should be submitted to:

Evelyn Warr-Cummings, Planning Director

Marion City/County Regional Planning Commission

222 W. Center St. – 2nd floor

Marion, Ohio 43302

**EVALUATION CRITERIA FOR PLANNING, ARCHITECTURAL,
AND DESIGN SERVICES FOR COMPETITIVE APPLICATIONS**

(TO BE FILLED OUT FOR ALL RFQ'S RECEIVED, DO NOT INCLUDE IN RFQ PACKET)

FIRM: _____

LOCATION: _____

A: EXPERIENCE WITH PROJECT REQUIREMENTS: (90 POINTS MAXIMUM)

1. Experience with CDBG and other State & Federal funding programs. 15 points possible
2. Experience with design plans and bid document preparation. 15 points possible
3. Experience with assisting in the development of construction cost estimates. 15 points possible
4. Experience with CDBG Competitive (CA, NR, DR, CI, ToO) Program applications and administration of same. 15 points possible
5. Experience with CDBG and other Economic Development/Infrastructure /Housing Program applications and administration of same. 15 points possible
6. Experience with Downtown Revitalization activities including Downtown Planning, Market Analyses, and Design Review Guideline Preparation & Board Training. 15 points possible

B: PERFORMANCE: (30 POINTS MAXIMUM)

- 1. Timeliness 10 points possible
- 2. Completing work within budget 10 points possible
- 3. Quality of work 10 points possible

C: CAPACITY TO PERFORM WORK: (10 POINTS MAXIMUM)

- 1. Staff to be assigned 5 points possible
- 2. Staff time available 5 points possible

D: MARION CITY AND COUNTY DISCRETIONARY POINTS (15 POINTS MAXIMUM)

Factors to be considered include previous work experience with this firm, history of firm as presented in RFQ's in terms of related experience with communities of similar size and needs, familiarity of firm with Marion City and County, and experience with the CDBG and other State and Federal funding programs, especially economic development and downtown revitalization.

TOTAL SCORE: _____ (145 POINTS POSSIBLE)

REQUEST FOR PROPOSAL (RFP)

#3 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, the Marion City and County, are 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 (CHIP)

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 Development Service Agency, Community Services Division, 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 CHIP application to be submitted to the ODOD/OCD in the next CHIP round presumed to be in May, 2020. In addition, have the application submitted to the Marion City and 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.
- Conduct housing counseling sessions with participants.
- Conduct Fair Housing training sessions with participants.
- 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 Community'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 Community 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 Community 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 Community 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 local staff to provide documentation/information for dispute resolution, if needed.
- Provide Community 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 Community'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 communities benefiting from Community Housing Impact and Preservation Program funds per the requirements of HUD.
- Act as the Community'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 Community.
- Coordinate, conduct and prepare documentation of required training sessions.

INFORMATION SOUGHT FROM APPLICANT

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

- A list of personnel employed by the applicant that will be involved in the Community'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/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 be used as 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 Commissioners.

The Community 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 Marion City and County.

SUBMISSION OF CHIP OR FAIR HOUSING PROPOSALS:

Proposals for #3 CHIP and Fair Housing will be received at the address below or via email to Marion City/County Regional Planning regionalplanning@co.marion.oh.us until the 4:00PM **September 27, 2019**. If submitted via email, it is the responsibility of the sender/offeror to confirm "Receipt of the Proposal" by the Community.

Please address all CHIP or Fair Housing correspondence to:

Kenneth Lengieza, Special Projects Director

Marion City/County Regional Planning Commission

222 West Center St, 2nd Floor

Marion, Ohio 43302

740-223-4140

regionalplanning@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 Marion County	20	
Furnish list of CHIP Projects/Programs, CDBG Programs or other Federal, State and Local Programs which Agency has been involved.	15	
Cost: Reasonable charges	15	
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.