

REQUEST FOR QUALIFICATIONS AND PROPOSALS

The Village of Bradner will be receiving Statements of Qualifications (SOQ) from qualified service offerors to perform necessary functions related to preparation of a Neighborhood Revitalization Grant (NRG) Grant. Scope of work includes development of a grant application, convening and facilitating the required public input meetings, preparing and distributing questionnaires, and if the grant is funded, preparing the necessary environmental reviews, in addition to these duties, the successful firm may need to perform duties related to said grant not specifically outlined above, as the specific requirements of the grants may change.

All such proposals must be responsive to the scope of services section of this RFQ/RFP and must meet the content of criteria as outlined herein. Responses to this RFQ/RFP will be used to select qualified service offerors to perform the required grant writing, planning, and grant administration/implementation assistance needed by the Village of Bradner. These services are financed with federal Community Development Block Grant Program (CDBG) funds from the US Department of Housing and Urban Development (HUD) as administered by the Ohio Development Services Agency (ODSA).

Since the Village of Bradner is seeking a professional service which may be available from several qualified service offerors, the Village has elected to follow the competitive negotiation method of procurement as provided in 24 CFR Part 85. Under this method, the Village will receive qualifications and proposals from interested service offerors until the designated date and time listed below.

The Village of Bradner reserves the right to reject any and all proposals and to negotiate various details of the proposals with the parties which have submitted them. If the Village does negotiate any aspect of the proposals with any of the parties, it will provide all parties an opportunity to negotiate on the same point. The Village reserves the right to select the specific issues on which it will negotiate and will not negotiate any issues other than those it selects.

Purpose of Request for Qualifications/Proposals:

Service offerors must submit with their proposal a work plan outlining how the service offeror will address each element of ODSA's NRG grant requirements as mandated by ODSA and HUD. A contract will be executed between the selected service offeror and the Village for a period necessary to complete all the requirements of the NRG Grant, but in no case to exceed twenty-eight (28) months.

The project work outlined is to be completed by the selected consultant with supervision by the Village. The grant application must be submitted to ODSA (Date has yet not been specified). As this is a competitive grant, ODSA has not yet determined the amount of funds that the Village is eligible to apply for, but it is estimated to be about \$500,000.00 with additional local matching funds.

Content of Proposal:

The Village will review and evaluate the statements of qualifications filed based on the following content.

- a. Specialized experience or technical expertise of the service offeror and its personnel in connection with federal and state program requirements, especially as they relate to administrative, financial, and monitoring requirements, of CDBG, NRG, and other federal and state programs in the areas of housing, planning, economic and community development services to be provided and the complexity of the project(s).
- b. Past record of performance on contracts with the Village and other clients, including quality of work, timeliness, and cost control.
- c. Capacity of the service offeror to perform the work within time limitations (taking into consideration the current and planned future workload of the service offeror) and names of key staff who will be working on the project.
- d. Familiarity of the service offeror with the type of problems applicable to the project.
- e. Date the service offeror was established and brief history of the service offeror.
- f. Location of service offeror's office(s) within the State of Ohio.
- g. Project references related to the above areas.
- h. A work plan with cost schedule (including an hourly fee schedule) which will clearly show costs of the various elements/tasks of the project during the contract period resulting in a total lump sum fixed fee for the services during the contract period. The fixed fee will include all costs for travel, postage, printing, photographs, and other expenses relating to the completion of the project.

Scope of Services:

Interested service offeror should provide the Village with the following scope of service information:

- a. **Grant Application.** Specified costs associated with the preparation and submittal of the grant application, to include but not limited to: the completion of required/applicable forms, resolutions, applicable documentation, convening and facilitating the necessary public input meetings and work sessions, drafting and distribution of public comment flyers and input forms, drafting of environmental review record if the grant is successfully funded.
- b. **Grant Administrative Plan.** Specific costs associated with application administration, including environmental review requirements, and the designated responsibility of each of the activities to be carried out over the course of the program period.

Table below shows breakdown of duties the Village expects:

Project Management	Responsibility		
Task	<i>Wood Co.</i>	<i>Service Offeror</i>	<i>Both</i>
Environmental Review Record		X	
Overall Program Management			X
Coordination with State and Federal Agencies			X

Application Intake, Processing and Related Services	Responsibility		
Task	<i>Village of Bradner</i>	<i>Service Offeror</i>	<i>Both</i>
Program marketing and public relations			x
Program Administration (day-to-day)			x
Preparation of required ODSA reports, including status, floodplain, and final performance		x	
Preparation of bid documents		x	
Review of contractor pay requests			x
Analysis of bids			x
Perform progress inspections of work during construction			x
Process Change Orders		x	
Perform final inspection of work, and development of "punch list"			x

Post Grant Management: activities which identify post-grant management requirements the Village must undertake.

Monitoring and Recordkeeping: activities which identify monitoring and record-keeping requirements the Village must undertake.

Proposal Evaluation:

The Village will evaluate the proposal based on a point system and resulting ranking. The following

represent the key factors which will be considered and the points assigned to each:

Experience with Federal /State Compliance: 25 Points

Firm's availability - workload: 20 Points

Capacity to Perform Work: 20 Points

Qualifications of key personnel: 20

Community Discretionary Points: 15 Points

Negotiations will begin with the top candidate selected. If negotiations are not successful, the process will begin again with the candidate rated second and so on. Upon completion of successful negotiations, a contract will be executed with the Village of Bradner.

Offerors are invited to submit one original and one copy of your response to be received no later than April 4, 2022

INSERT YOUR CONTACT PERSON'S INFORMATION HERE

**Village of Bradner
John Linkey – Village Administrator
130 N. Main Street P.O Box 599
Bradner, Ohio 43406
419-288-2890 Fax 419-288-0053
jlinkey@bradnerohio.org**