



- *Sheila Samson, Director*
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COMMUNITY DEVELOPMENT

401 Main Street · Zanesville, Ohio 43701

February 15, 2018

REQUEST FOR PROPOSAL (RFP) PY 2018 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, Muskingum County, in partnership with the City of Zanesville, is 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

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:

- Work with Muskingum County staff to 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 and oversee Housing Advisory Committee (HAC) meetings and/or necessary planning process in accordance with OCD guidelines.
- Prepare a complete CHIP application for Muskingum County to be submitted to the ODOB/OCD by May 4, 2018. In addition, have the application submitted to the Muskingum County Commissioner's prior to the deadline for review and approval.

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- Complete the Environmental Review Tier-1 record for the complete project according to ODOT/OCD guidelines, as well as, necessary forms for the Release of Funds to OCD.
- Prepare any necessary Policy Manual Update.
- Provide Technical Assistance for Muskingum County Planning CHIP Intake Staff when necessary.
- 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.
- Create a complaint and appeals procedure to address problems with program applicants and participants.
- Establish and maintain a record-keeping system acceptable to the Ohio Development Service Agency, Community Services Division, Office of Community Development.

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.
- 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
- A list of other communities for which the organization provides (or has provided) CHIP Program administration and support and contacts within those communities.

REVIEW CRITERIA

After publication of the 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 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 Muskingum County Commissioners.

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SUBMISSION OF PROPOSALS

Applications will be received at the address below or via email to sisamson@muskingumcounty.org until 4:00 PM on Thursday March 1, 2018. 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:

Sheila Samson, Director
Muskingum County Community Development
401 Main Street
Zanesville, OH 43701
Phone: 740.455.7193
Fax: 740.455.3785
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