

PUBLIC NOTICE OF REQUEST FOR QUALIFICATIONS AND PROPOSAL

The Coshocton County Board of Commissioners intends to apply for and administer various Community Development Block Grants and Home Investment Partnership grants over the next three (3) fiscal years. The County is requesting Statements of Qualifications and Proposals from qualified consulting firms, agencies or individuals for the purpose of providing professional administrative and implementation services for fiscal years 2024, 2025 and 2026.

The required Scope of Services will be as follows:

1) **Grant Applications**

The Consultant shall follow the Ohio Department of Development requirements and shall prepare the grant applications and submit them to the ODOD by the grant deadlines.

2) **Public Hearings**

The Consultant shall attend any required public hearings, Advisory Committee meetings, and any required CDBG planning sessions, as requested by the County, including any other required citizen participation meetings.

3) **Grant Administrator Services**

The Consultant shall be the County's designated grant administrator, and shall start providing the following services immediately upon submittal of the grant applications.

- a) **Representative** – The Consultant shall be the County's designated agent in all dealings with the Ohio Department of Development's staff. This shall include representing the County in all aspects of the CDBG and HOME programs grant applications, monitoring, performance reports, ODOD workshops, closeouts, audits and similar activities. The Consultant shall work directly for the County and shall report to the Commissioners as often as needed and/or as requested by the County in order to keep the County informed and involved in all activities during the course of the application phase, and during the course of the project, if funded.
- b) **Documents** – The Consultant shall be responsible for assisting in preparation and review of all grant documents which require or should involve County approval prior to submittal to the ODOD or release to the public or news media.
- c) **Citizen Participation** – The Consultant shall be responsible for carrying out Citizen Participation activities with assistance from other local officials and citizens as appropriate.
- d) **Records** – The Consultant shall be responsible for the establishment of a record keeping system for all aspects of these programs in accordance with rules and regulations. The Consultant shall assist and supervise any other persons, firms, agencies, etc., involved in the program in establishing record keeping systems appropriate with their grant duties.
- e) **Bookkeeping** – The Consultant, with local staff assistance as needed, will be responsible for establishing and overseeing a bookkeeping and financial management system as needed to meet all rules and regulations of these programs.
- f) **Environmental Review** – The Consultant shall perform all required Environmental Review procedures, compile the Environmental Review Record and obtain the release of funds.
- g) **Fair Housing and Equal Opportunity** – The Consultant shall be responsible for assisting the County in meeting its fair housing and equal opportunity assurance as it pertains to the grant programs.
- h) **Construction and Procurement Oversight** – The Consultant shall be responsible to oversee the procurement of engineering, construction and small purchase procurement following Federal and State requirements. This shall include, but not be limited to, prevailing wage, labor standards, equal employment opportunity and various regulations.

4) Other Rules and Regulations

The Consultant shall be the County's staff person in seeing that other County obligations under the CDBG and HOME programs are met. These will include, but not be limited to: Compliance with Executive Order 12372, Federal Procurement Regulations, Property Management, Acquisition of Local Property, Relocation, Bonding and Insurance, Historic Preservation, Flood Insurance, Clean Air Act, Water Pollution Control Act, Hatch Act, and other HUD, State, or Federal regulations as pertain to the administration of these grants.

5) Local Staff Persons

The Consultant will provide trained, qualified staff to undertake the services requested. The Consultant will provide a trained Housing Inspector when needed, grant administrator, and any other necessary staff as a part of the Consultant's services upon authorization or request by the County, or will indicate how these services can be achieved using an alternative method.

Request for Statement of Qualifications

If you are interested in performing the work as specified above for the County, please submit:

1. A description of the firm, including number of years in existence and number of years the firm has actively been providing housing, community development and planning services to clients; and,
2. A list of clients with appropriate contact persons; and,
3. A description of your firm's experience in providing CDBG and HOME assistance to communities (and particularly experience in administering CHIP Programs, CDBG Allocation Programs and related CDBG Programs); and,
4. Resumes of the principals of the firm and those persons who would be performing the specified services; and,
5. Experience in Coshocton County or similar communities.
6. Please provide proposals on an estimated percentage basis of the various CDBG/HOME programs including: CHIP Allocation & Fair Housing, Critical Infrastructure, Neighborhood Revitalization, Targets of Opportunity and Residential Public Infrastructure grants. Final contract proposals will be determined/negotiated with the successful applicant once final grant amounts are determined for each grant submitted for funding.

Please return Statements of Qualifications and Proposals and other items requested to the Coshocton County Board of Commissioners at the following address:

Coshocton County Commissioners
401 ½ Main Street
Coshocton, Ohio 43812
Attn: Robin Schonauer

All responses must be received by Coshocton County no later than 4 p.m. on April 12, 2024.

All Statements of Qualifications and Proposals received by the due date will be reviewed and ranked by the County. The Commissioners will then request a meeting, if necessary, with the top rated firm/agency. Contracts will be negotiated with the selected firm/agency for each grant program.

Board of Coshocton County Commissioners

Publish one time on April 4, 2024. The RFQ will also be posted on the county's website <https://www.coshoctoncounty.net/boc/>