ORDINANCE NO. 17-16

AN ORDINANCE AUTHORIZING THE MAYOR TO SOLICIT REQUEST FOR QUALIFICATIONS (RFQ'S)/REQUEST FOR PROPOSALS (RFP'S) FOR CONSULTANT SERVICES FOR THE PY16 CITY OF MEDINA COMMUNITY HOUSING IMPACT AND PRESERVATION PROGRAM (CHIP) AND COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) GRANT PROGRAM APPLICATIONS, INCLUDING ADMINISTRATION AND IMPLEMENTATION, AND TO AWARD RFQ/RFP TO THE SUCCESSFUL BIDDER, AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

SEC. 1: That the Mayor is hereby authorized and directed to solicit Request for Qualifications (RFQ's)/Request for Proposals (RFP's) for consultant services for the PY16 City of Medina Community Housing Impact and Preservation Program (CHIP) and Community Development Block Grant (CDBG) Grant Program applications, including administration and implementation, and to award RFQ/RFP to the successful bidder.

SEC. 2: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.

SEC. 3: That this Ordinance shall be considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason that two pre-planning meetings are required and the application deadline is May 6, 2016; wherefore, this Ordinance shall be in full force and effect immediately upon its passage and signature by the Mayor.

PASSED: February 8, 2016

SIGNED: John M. Coyne, III
President of Council

ATTEST: Kathy Patton
Clerk of Council

APPROVED: February 9, 2016

SIGNED: Dennis Hanwell
Mayor

ORD. 17-16

LEGAL NOTICE

REQUEST FOR QUALIFICATIONS/REQUEST FOR PROPOSAL

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

CITY OF MEDINA, OHIO

The City of Medina is accepting Statements of Qualifications and Proposals from qualified consultants to provide a range of services related to the implementation of the City of Medina Community Development Block Grant Program including preparation of an application for PY 2016 Community Housing Impact and Preservation Program funds and for the implementation and administration of said grant if awarded.

The City will contract with the consultant who can best provide the services described above beginning March, 2016. The City will use competitive negotiation procedures taking into account the following factors and information requested in the Request for Qualifications in making the award:

- Experience with CDBG and HOME regulations as they pertain to CHIP, the Community Development Block Grant Program and other federal or state housing programs.
- Knowledge of CDBG and/or HOME regulations as they pertain to CHIP and other housing programs.
- Housing rehabilitation operation experience.
- Ability to meet the necessary deadlines to complete the CHIP / CDBG Application.
- Qualifications of staff to undertake contracted obligations.
- References relative to prior CHIP and Community Development Program performance.

Interested firms and individuals can obtain the scope of services at the Offices of Mayor Hanwell, 132 North Elwood Ave., Medina, Ohio 44256 between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday. Qualification Statements and a proposal shall be submitted to the above address by no later than 4:00 p.m. Monday, February 22, 2016.

The City reserves the right to reject any or all proposals and to select any proposal deemed most favorable to the City.

Dennis Hanwell, Mayor
City of Medina

Publish: February 9, 2016
February 16, 2016

Date: February 9, 2016

Name of Consultant:

Re: Request for Qualifications/Proposal
PY 2016 CHIP and Community Development Programs

Dear Sir:

Medina City, Ohio, invites qualified consultants to submit Qualifications/Proposal Statements to provide a range of services related to the implementation of the City of Medina'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 City's PY2016 Community Housing Impact and Preservation Program (CHIP) and the PY 2016 through PY 2018 Community Development Block Grant Programs.

Specifications for the Qualifications and Experience Statements can be obtained at the address below. Interested parties shall submit Statements no later than 4:00 P.M. on Monday, February 22, 2016 to the address listed below.

The City of Medina, Ohio, reserves the right to reject any or all proposals and to accept any proposal deemed most favorable to the City.

The City of Medina is an Equal Opportunity Employer.

Please return Statements and direct all questions to:

Sandy Davis
City of Medina
132 N. Elmwood Ave.
Medina, OH 44256
330-722-0397

Sincerely,

Mayor Dennis Hanwell
City of Medina

CITY OF MEDINA
RFQ/RFP – CHIP including PRE-APPLICATION PLANNING
CDBG COMMUNITY DEVELOPMENT PROGRAM
SPECIFICATIONS FOR
REQUEST FOR CONSULTANT QUALIFICATIONS/PROPOSAL

Consultant qualifications/proposal shall be received at the office of Mayor Dennis Hanwell, 132 North Elmwood Ave., Medina, Ohio 44256, no later than 4:00 p.m. on February 22, 2016.

I. GENERAL SCOPE OF SERVICES

A. PLANNING AND GRANTSMANSHIP

1. Assist in preparation of grant applications for various State, and Federal Programs including Community Development Block Grant ("CDBG") Programs and Community Housing Impact and Preservation Program ("CHIP") including CHIP Pre-Application Planning process as required by the Office of Community Development, Development Services Agency.

2. Administration duties required by CHIP and CDBG Programs including environmental assessment files; performance reports; grant amendments if necessary; project closeouts; implementation of housing rehab programs.

II. SPECIFIC ITEMS TO ADDRESS

Qualification and Experience Statements must address the following factors, which will be used as evaluation criteria for selection:

1. Experience in the Administration of CDBG and CHIP Programs and other Federal Programs; experience in preparation of the CHIS as well as CHIP Pre-application Planning process.

2. Professional Qualifications of personnel of the Firm, Resumes and training certificates of Key Personnel including hourly rate of staff involved, and typical fees for CHIP administration and implementation and/or CDBG Economic Development administration and implementation, and Community Development Allocation programs including Competitive Set-aside programs; fees to be governed by the Office of Community Development requirements.

4. Experience working with projects involving the Administration and implementation of Federal and/or State Funds.

5. Past Record of Performance on Contracts related to Federal or State Grants or similar Services.

6. Past Record of Performance in Relation to Architectural and Engineering Services on Federal, State and Local Programs.

7. Ability or capacity of the Firm to perform work within the time limitation as defined by the specific grant, taking into consideration the current and planned work load of the Firm.

8. Furnish lead licenses of staff involved in lead risk assessment, lead rehabilitation specifications and lead clearance.

Medina City has the Right to interview any or all Consultants and select the firm based upon review and analysis of the qualification statement. Medina City will enter into a contract with the responsible offeror or offerors whose qualifications will be most advantageous to the specific project and subject to negotiations at fair and reasonable compensation with the responsible offeror, for the period beginning March, 2016 up to and including February 28, 2019.

It must be noted that certain services requested will be paid with CDBG and/or HOME funds. The maximum amount of any contract with the consultant will be limited to the amounts governed by CDBG and HOME requirements. Contracts awarded for administration and implementation of CHIP grants will be for one grant only. Multi-year contracts will not be possible for CHIP grants.

III. PRELIMINARY PROJECT SCOPES

The following is an example of the scope of work.

SCOPE OF SERVICES FOR CHIP

A. CHIP Grant Application

1. Assist the City in the Pre-planning Process, Citizen Participation Process, Partnership structure and formulation of the administrative and implementation plan and budget.

2. Prepare the OCEAN on-line grant application and provide copies of the application to the City.

A. Administration of the CHIP Grant Program.

1. Preparation of Environmental Reviews in compliance with the requirements of 24 CFR Part 58.

2. Provide assistance and general administration services to the City of Medina Community Development staff, as needed, with housing inspections, cost estimates, work write-ups, lead based paint services, and bidding procedures.

3. Program Management including determination of applicant eligibility, ranking of eligible applicants, change orders, work quality, file maintenance and record keeping requirements, compliance and reporting requirements.

4. Meet with local lenders and market the Homebuyer Acquisition Assistance Program, if applicable.

5. Resolve Owner/Contractor issues.

6. Provide the City with Homeowner Acquisition Assistance Program Manual and program guidelines, which develop implementation procedures, policies, and criteria for lenders to follow in making down payment assistance, if applicable.

7. Provide the City with Housing Rehabilitation Program Manual and program guidelines, which include program design, implementation procedures, forms and specifications and/or updates to meet Office Community Development, Development Services Agency Program requirements.

8. Meet with program participants on a regular basis and attend public meetings.

9. Implementation of Lead Based Paint Hazard Reduction Requirements.

10. Preparation of CHIS document, Update or Pre-application Planning documents in accordance with the most recent Office of Community Development, Development Services Agency requirements.

SCOPE OF SERVICES
CDBG COMMUNITY DEVELOPMENT ALLOCATION PROGRAM
AND COMPETITIVE SET-ASIDES

The CONSULTANT shall perform the necessary technical and professional services in connection with the CDBG Community Development Allocation Program in accordance with the basic requirements of the US Department of Housing and Urban Development (HUD) and the Ohio Development Services Agency (ODSA) Office of Community Development (OCD). These services included the following:

A. Allocation Grant Application

1. Scheduling, advertising and convening all required public hearings.

2. Soliciting funding proposals from City Departments, agencies and community non-profit organizations.

3. Determining eligibility of projects and proposals with City Staff, including conducting or overseeing income surveys.

4. Prepare the OCEAN on-line grant application and provide copies of the application to the City.

B. Administration of the Allocation Grant Program and/or Set-aside Programs (Downtown, Neighborhood Revitalization or Critical Infrastructure Programs)

1. Preparation of the environmental review record (ERR) and obtaining the appropriate "Release of Funds" forms for all of the Formula projects.

2. Coordination with the Ohio Historic Preservation Office, the Ohio EPA, ODOT, Community Development Department and any other local State/Federal agencies as needed for project execution.

3. Overseeing the technical aspects of all Allocation-funded construction, planning and materials/equipment procurement projects (e.g., federal wage rates, the preparation of bid documents, pre-construction conferences, overseeing required labor interviews and payroll verifications, etc.) in compliance with CDBG rules and regulations.

B. Technical Assistance

1. Preparation of program status reports.

2. Maintaining program files.

3. Preparing for and attending all Office of Community Development Department program monitoring conducted by State Field Representatives.

4. Preparing monitoring responses on behalf of the City to the Office of Community Development Department.

5. Completing the program's final performance report.

6. Executing program amendments and/or extensions if needed.

7. Providing guidance with general financial and program administration, CDBG construction, management, CDBG materials/equipment procurement, as well as information regarding program and regulation changes.

SCOPE OF SERVICES FOR CDBG PROJECT

1. Preparation of Environmental Reviews in compliance with the requirements of 24 CFR Part 58.

2. Provide assistance to City staff, as needed, with inspections, cost estimates, work write-ups and bidding procedures.

3. Provide on-going day-to-day technical assistance to City staff, as required, on change orders, work quality, file maintenance and record keeping requirements, compliance and reporting requirements, and program management.

4. Assist in resolving Contractor issues.

5. Provide the City with program guidelines, which include program design, implementation procedures, forms and specifications to meet the Office of Community Development program requirements.

6. Meet with program participants on a regular basis and attend public meetings.

7. Provide design services (Architectural, Civil, Electrical, Mechanical, and Structural); Construction Procurement Services (Bidding, pre-bid meeting, questions, bid opening, review of Bids, and Recommendation of Award); and Contract administration (Contract preparation, pre-construction meeting, assistance with submittal and pay request review, periodic site visitation, and project close out) for the specific project.

CONSULTANT: _____ DATE: _____

REQUEST FOR CONSULTANT QUALIFICATION STATEMENT/PROPOSAL
RATING SHEET

ITEM	POSSIBLE POINTS	POINTS GIVEN	COMMENTS
1. Experience in the Administration of CDBG and CHIP Programs and other Federal Programs.	20		
2. Professional Qualifications of the Firm and Resumes of Key Personnel including hourly rate of staff involved, and typical fees for CHIP administration and implementation and/or CDBG Economic Development administration and implementation.	10		
3. Familiarity of the Firm with the type of services to be performed.	10		
4. Experience working with projects involving the Administration and implementation of Federal and/or State Funds.	10		
5. Past Record of Performance on Contracts related to Federal or State Grants or similar Services.	10		
6. Past Record of Performance in Relation to Architecture and Engineering Services on Federal and State Programs.	10		
7. Ability or capacity of the Firm to perform work within the time limitation as defined by the specific grant, taking into consideration the current and planned work load of the Firm.	20		
8. Furnish list of CDBG and CHIP Projects, and/or other Federal, State and Local Programs that your Firm has been involved.	10		
9. Bonus Points			

Ranked by: _____