



**Request for Proposal for
Qualified Consultant for CDBG Related Services**

**Notice Date: April 18, 2022
Due Date: April 29, 2022 at 11:00 a.m. ET**

**Contact Person
Edwin King, City Administrator
859-331-1212
eking@fortmitchell.com**

INTRODUCTION

The City of Fort Mitchell Kentucky (City) is requesting proposals from qualified consultants for application preparation, environmental assessment preparation and project administration services for projects to be undertaken by the City.

This Request for Proposal (RFP) covers any and all Community Development Block Grant (CDBG) program related services required by the City in the fiscal year (FY) 2022 and fiscal year 2023 CDBG funding cycles administered by the Kentucky Department for Local Government.

The advertisement soliciting proposals for provision of these services will be placed in The (Cincinnati/Northern Kentucky) Enquirer and posted on the City of Fort Mitchell website. A copy of this notice follows this letter.

Exhibit 1 attached to this Request for Proposal, sets forth the minimum qualifications for the consultant. These minimum qualifications have been established to assure the City of Fort Mitchell with the professional expertise and adequate experience to complete its objectives.

Exhibit 2 is the Scope of Services for the activities the proposal must address.

Exhibit 3 is a rating system which will be utilized for selection of the consultant. This rating system will be employed in determining which proposal best meets the needs of the community, as outlined in this Request for Proposal.

Exhibit 4 is the insurance requirements.

All proposed fees should be quoted on a lump sum/fixed fee basis including all clerical, travel and printing costs. There is no required format for proposals. However, the format and contents of the proposal should provide documentation and address the minimum qualifications and rating criteria herein.

The City of Fort Mitchell will hear protests regarding any contract awarded pursuant to this Request for Proposal. Protests may only address the manner in which a proposal was scored. Protests must be made in writing to the City Clerk, City of Fort Mitchell, 2355 Dixie Highway, Kentucky 41017. Protests must be received within 15 days of the date proposals were due.

The City of Fort Mitchell will follow the requirements of the Kentucky CDBG Procurement Code in the award of any contract issued pursuant to this Request for Proposal.

REQUEST FOR PROPOSALS

The City of Fort Mitchell, Kentucky is requesting proposals from qualified consultants for funding application preparation, environmental assessment and project management services for projects assisted in whole or in part with Community Development Block Grant (CDBG) funds during the FY 22 and FY 23 CDBG funding cycles.

Proposals must be submitted to Amy Guenther, City of Fort Mitchell's Clerk/Treasurer, 2355 Dixie Highway, Fort Mitchell, KY 41017 and marked "**CDBG Consultant.**"

The deadline for submission of proposals is 11:00 a.m. ET. on April 29, 2022. Proposals received late will be returned unopened to the offeror.

Proposals containing erasures or corrections thereon will be rejected unless said erasures or corrections are noted over the initials or signature of the offeror.

Any qualified firm or individual interested in offering these services may obtain a copy of the Request For Proposals information at <https://fortmitchell.com/city-administrator/city-bids/> or by calling the City of Fort Mitchell City Clerk at (859) 331-1212.

The offeror's attention is called to the requirements as to conditions of employment under this Request for Proposals, including Section 3 of the 1968 Housing Act, Segregated Facilities, Section 109 of the 1974 Housing and Community Development Act, Executive Order 11246 and Title VI.

The City of Fort Mitchell reserves the right to reject any and all proposals received, the right to waive any informality or irregularity in any proposal, and the right to negotiate with the applicant submitting the apparent lowest and best proposal. The City of Fort Mitchell is an Equal Opportunity Employer. WBE and MBE firms are encouraged to respond to this Request for Proposals. Preference for Kentucky resident bidders will be applied in accordance with Kentucky law.

EXHIBIT 1 - Qualifications

A. Individual assigned to prepare the CDBG application documents must have previously prepared no less than seven (7) successful CDBG applications.

B. Individual to serve as Project Administrator must have been extensively involved in the management of at least seven (7) prior CDBG projects and must be certified as a Grant Administrator by the Department for Local Government.

C. Project Administrator must submit references as to the firm's professional qualifications from a minimum of five (3) prior clients.

EXHIBIT 2 - Scope of Services

CDBG Application Preparation

The following activities represent the major tasks involved in the preparation of applications for Community Development Block Grant funds. The selected consultant shall be responsible for completion of all documents and provision of all information requested in the standard application documents provided by the Kentucky Department for Local Government. (DLG).

Such work shall include, but not be limited to:

- (1) Preparation of Project Profile and Overview forms.
- (2) Preparation of a program narrative statement including the following:
 - Description of the applicant's development needs to be served;
 - Description of activities to be carried out and an estimate of the cost;
 - Description of impact the activity will have on the identified problem;
 - Statement of the percent of requested funds to benefit low and moderate income persons;
 - Information needed to respond to the Kentucky DLG's questions.
- (3) Preparation of maps which identify the location of proposed activities and their relation to locations of other community facilities.
- (4) Preparation of a resolution authorizing submission of application documents to DLG.
- (5) Arranging and attending public hearings related to the proposed project.
- (6) Preparation and distribution of pre-application package to the Kentucky State Clearinghouse.
- (7) Completion of household income survey of project beneficiaries, if required.

Scope of Services-CDBG Application Preparation (continued)

(8) Completion of other appropriate and necessary tasks including preparation of applications for non-CDBG funding sources related to the preparation of a complete application package will be performed at the request of the applicant.

If funding is successfully obtained, the selected consultant may be required to perform any or all of the following functions:

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Preparation of an ENVIRONMENTAL REVIEW RECORD to include the following:

- Description of existing environmental conditions in the project area.
- Identification and examination of potential project environmental impact.
- Examination of project modifications and/or alternatives.
- Determine and document the level of environmental clearance finding.
- Prepare appropriate and necessary legal notices and publish as required.
- Completion of other activities required to obtain a release of funds from DLG.

The Consultant shall not be required to complete an Environmental Impact Statement without additional compensation for such work.

Scope of Services-Management and Project Coordination

The following MANAGEMENT AND PROJECT COORDINATION activities will be required of the consultant:

(1) Assist the City in meeting equal opportunity, citizen participation, and fair housing requirements for participation in the CDBG program, including preparation of any required Section 3, Affirmative Action and 504 Plans.

(2) Assist the City in meeting financial, administration, and bookkeeping requirements of the program, including preparation and submission of requests for payment and assisting the City's outside auditors in review and oversight of the project.

(3) Assist the City in meeting record keeping requirements of the program, including the establishment and maintenance of a filing system in compliance with federal, state and local requirements.

(4) Assist the City in contract administration and monitoring requirements of the program, including enforcement of labor standards and conducting preconstruction conferences as required.

(5) Furnish the City with forms required for implementation of the project activities included in the application.

(6) Furnish staff necessary to carry out project management activities, including acquisition, relocation, housing rehabilitation and demolition, if required.

(7) Furnish staff training necessary to carry out project activities.

- (8) Assist the City in meeting all requirements related to handicapped accessibility.
- (9) Act as City's liaison with any project non-profit developers.
- (10) Act as City's liaison with the Kentucky Department for Local Government and any other state or federal agencies with interest in the project.
- (11) Assist the City in the management and closeout of any non-CDBG funding sources.
- (12) Prepare reports required by the State to complete the program.
- (13) Complete any tasks not listed above which are assigned by the City and whose completion is required to complete and close the project.

EXHIBIT 3 - Consultant Rating System

(1) Consultant Experience in Obtaining CDBG Awards

A. Consultant demonstrates superior knowledge and experience in obtaining CDBG awards. Superior knowledge is demonstrated by having prepared at least twenty (20) successful applications for CDBG funding, with at least five (5) projects having received CDBG funding from the following CDBG Program allocations: Housing, Public Facilities, Community Facilities and Economic Development. Up to 25 POINTS

B. Consultant demonstrates acceptable knowledge and experience. Acceptable knowledge is demonstrated by having prepared at least twelve (12) successful applications for CDBG funding, with at least with three (3) projects having received CDBG funding from each of these CDBG Program allocations: Housing, Public Facilities, Community Facilities and Economic Development. Up to 10 POINTS

(2) Consultant Knowledge and Experience in Management of CDBG Funded Development Projects

A. Consultant demonstrates superior knowledge and experience in CDBG program management having successfully managed and closed without audit findings or audit exceptions at least five (5) projects funded from each of these CDBG allocations: Housing, Public Facilities, Community Facilities and Economic Development. Up to 25 POINTS

B. Consultant demonstrates an acceptable level of knowledge and experience in CDBG program management, having managed and closed without audit findings or audit exceptions at least three (3) projects funded from each of these CDBG allocations: Housing, Public Facilities, Community Facilities and Economic Development. Up to 10 POINTS

(3) Cost

A. Consultant's fees are the lowest proposed, are within 25% of the lowest submitted, or, are deemed reasonable due to consultant's experience. Up to 25 POINTS

EXHIBIT 3 - Consultant Rating System (continued)

(4) Knowledge and Experience in Non-Profit Development Projects

A. Consultant has prior experience in planning, securing CDBG funding, implementation and closeout of at least five (5) CDBG-funded projects involving partnerships with non-profit developers. Up to 25 POINTS

TIE BREAKER

Rate the overall quality of the proposal on a scale of one (1) to twenty-five (25), with twenty-five (25) being the highest possible score.

EXHIBIT 4 – Insurance Requirements

Prior to commencement of your services, you must provide the city with a certificate of insurance evidencing the following insurance coverage:

1. Commercial General Liability insurance on ISO form CG00011001 (or a substitute providing equivalent coverage), if applicable. The limit shall not be less than \$1,000,000 per occurrence. *The City of Ft. Mitchell must be named as an Additional Insured; the certificate shall specify that the coverage afforded is Primary and Noncontributory with respect to any other coverage available to the City of Ft. Mitchell.*
2. Workers Compensation Coverage specific to the State of Kentucky, if applicable.
3. Professional Liability / Errors or Omissions coverage in the amount of \$1,000,000 per occurrence if your services are professional in nature (legal, architectural, etc.), if applicable.

BIDDER/PROPOSER:

By: _____
Signature of authorized officer/agent

Its: _____
Title of authorized officer/agent