

Dear Consultant:

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

This RFP covers any and all CDBG-related services required by the City in the FY 21 and FY 22 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 Campbell County Recorder and posted on the City of Dayton 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 Dayton professional expertise with adequate experience to complete its objectives.

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

Exhibit 3, attached hereto, 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.

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 Dayton 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 Office of the City Administrator, City of Dayton, 514 6th Avenue, Dayton, Kentucky 41074. Protests must be received within 15 days of the date proposals were due.

The City of Dayton will follow the requirements of attached KCDBG Procurement Code in the award of any contract issued pursuant to this Request for Proposal.

REQUEST FOR PROPOSALS

The City of Dayton, 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 20 and FY 21 CDBG funding cycles.

Proposals must be submitted to:

Jay Fossett, City Administrator
Dayton City Hall
514 6th Avenue
Dayton, Kentucky 41076

The deadline for submission of proposals is 12 noon, prevailing local time, on May 12, 2021.

Any qualified firm or individual interested in offering these services may obtain a copy of the Request for Proposals information via the City of Dayton's website at www.daytonky.com or by calling the Dayton City Clerk's Office at (859) 491-1600. The hearing and/or speech-impaired may call 1-800-648-6057 and an interpreter will call the City for you.

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 Dayton reserves the right to reject any and all proposals received. The City of Dayton is an Equal Opportunity Employer. WBE and MBE firms are encouraged to respond to this Request for Proposals.

EXHIBIT 1

Consultant Minimum Qualifications

A. Individual assigned to prepare the CDBG application documents must have previously prepared no less than ten (10) successful CDBG applications.

B. Individual to serve as Project Administrator must have been extensively involved in the management of at least ten (10) 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 (5) prior clients.

EXHIBIT 2

Scope of Services

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 addressed by proposed project;
 - Description of activities to be carried out and an estimate of the cost;
 - Description of impact proposed activities will have on identified applicant need(s);
 - Statement of the percent of requested funds to benefit low and moderate income persons;
 - Information needed to respond Department for Local Government 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.
- (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:

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.

EXHIBIT 2 continued

Scope of Services

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 each of the following CDBG Program allocations: Housing, Public Facilities, Community Facilities, and Economic Development. 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. 10 POINTS

C. Consultant has limited experience having prepared fewer than twelve (12) successful applications for CDBG funding. 0 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. 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. 10 POINTS

C. Consultant has limited experience and knowledge, having managed and closed fewer than three (3) CDBG-funded projects in each of these CDBG allocations: Housing, Public Facilities, Community Facilities and Economic Development OR has been unable to close any managed project due to unresolved audit findings or exceptions. 0 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. 25 POINTS

B. Consultant's fees are excessive relative to other offerors. 0 POINTS

EXHIBIT 3

Consultant Rating System

(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. 25 POINTS

B. Consultant has limited prior experience having secured funding for fewer than five (5) CDBG funded projects involving partnerships with non-profit developers. 10 POINTS

C. Consultant has no prior experience securing funding for CDBG funded projects involving partnerships with non-profit developers. 5 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.