

**PUBLIC NOTICE
OF
REQUEST FOR QUALIFICATIONS**

The Fairfield County Board of Commissioners is requesting Statements of Qualifications and Proposals from qualified consulting firms, organizations, or individuals for the purpose of providing environmental review services for the County's CDBG Program. The Board of Commissioners wishes to procure environmental review services for Program Year 2018. The anticipated grant amount is \$1,002,000. The Environmental Review process must be completed in accordance with the requirements of the CDBG Program with a Release of Funds being submitted to the Ohio Office of Community Development by no later than the state's deadline (which is anticipated to be approximately February 15, 2019). The projects to be completed with this funding are as follows:

FY 2018 CDBG PROGRAM

The FY 2018 Fairfield County Community Development Block Grant (CDBG) Program will consist of the following activities:

ALLOCATION PROGRAM:

1) MILLERSPORT STREET IMPROVEMENTS	\$100,000
2) FAMILY ADULT & CHILDREN FIRST COUNCIL	\$ 3,600
3) PLEASANTVILLE SIDEWALK IMPROVEMENTS	\$ 97,300
4) MEALS ON WHEELS ADA IMPROVEMENTS	\$ 21,000
5) SUGAR GROVE WWTP REHABILITATION	\$ 50,100
6) ADMINISTRATION/FAIR HOUSING	<u>\$ 30,000</u>
	\$302,000

NEIGHBORHOOD REVITALIZATION PROGRAM:

1) MILLERSPORT SIDEWALK IMPROVEMENTS	\$109,100
2) MILLERSPORT PARKS & RECREATION FACILITIES	\$ 12,000
3) MILLERSPORT STREET IMPROVEMENTS	\$132,200
4) MILLERSPORT FLOOD & DRAINAGE FACILITIES	\$216,700
5) ADMINISTRATION	<u>\$ 30,000</u>
	\$500,000

CRITICAL INFRASTRUCTURE PROGRAM:

1) SUGAR GROVE WWTP REHABILITATION	\$180,000
2) ADMINISTRATION	<u>\$ 20,000</u>
	\$200,000

REQUEST FOR QUALIFICATIONS AND PROPOSALS

If you are interested in performing the environmental review services for the Fairfield County CDBG Program for Program Year 2018, as specified above, please provide five (5) copies of the following:

1. A description of the firm, including number of years in existence and number of years the firm has been actively providing CDBG environmental services to clients.
2. A list of clients with appropriate contact persons, including addresses and telephone numbers.
3. A description of your firm's and assigned staff persons' training and experience in providing CDBG environmental review services and similar assistance to communities and counties.
4. Resume of the principal(s) of the firm and those persons who would be performing the specified services.
5. Proposal for completing the environmental review services for the CDBG Program for FY 2018.
6. Consultant fee information, including hourly rate schedule and/or general fee schedule for the FY 2018 CDBG program environmental review services.

SELECTION

Selection will be based upon the respondent receiving the highest total score in an evaluation process based upon a Fairfield County FY 2018 CDBG RATING TOOL.

Please return statement of Qualification and Proposal to:

Fairfield County Commissioners
Attn: Staci Knisley
210 East Main Street, Room 301
Lancaster, OH 43130

ALL RESPONSES MUST BE RECEIVED BY 4 P.M. FRIDAY DECEMBER 7, 2018

**FAIRFIELD COUNTY
FY 2018 CDBG RATING TOOL**

I. Qualification of Firm for Services Requested- 15 points possible.

To what extent does the firm's staff have training and education in services requested?
(Range 0-8 points)

Comments _____

To what extent dose the firm's staff attended special seminars/conferences related to the task at hand?
(Range 0-7 points)

Comments _____

II. Experience of Firm for the Type of Services Requested- 15 points possible.

To what extent does the firm have experience in services sought?
(Range 0-15 points)

Comments _____

III. Qualification of Firm for Services Requested- 15 points possible.

To what extent has the project manager assigned and other staff members assigned have experience in services sought?
(Range 0-15 points)

Comments _____

IV. Firm's State Involvement and Knowledge of Local Programs and Conditions- 15 points possible.

What is the evidence of firm's involvement in the program at the state level and knowledge of local needs and conditions?
(Range 0-15 points)

Comments _____

V. Reference for Firm and Staff Persons Assigned- 20 points possible.

What has been the experience of other clients with firm for work of a similar nature?
(Range 0-10 points)

Comments _____

What has been the experience of other clients with persons assigned for work of a similar nature? (Range 0-10 points)

Comments _____

VI. Fee Schedule for FY 2018 CDBG- 20 points possible.

How does fee schedule compare to other fee schedules proposed by other firms? (Range 0-20 points)

Comments_____
