

Richland County, Wisconsin
REQUEST FOR PROPOSALS (RFP)
For
Grant Application and Administration
under the
Community Development Block Grant – CLOSE Program

SEPTEMBER 10, 2020

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Invitation to Submit Proposal

INTRODUCTION:

The County of Richland, Wisconsin, and/or its designated representative is seeking proposals for consulting services relating to the CBDG-CLOSE Program. The County of Richland is applying for federal funding for two projects under this program. Proposals will be accepted for 1) Grant Application services for the two projects and 2) Grant Administration services for the two projects applied for (contingent upon award).

Minimum requirements include previous experience with the CBDG Program, specifically as it relates to the Application and Grant Administration processes. Proposals will be accepted from individuals, firms, or groups of firms with the demonstrated expertise and experience in these areas of practice.

CONTACT PERSON:

All interested persons and firms should contact RFP Contact Person Jasen Glasbrenner, Richland Economic Development Director between the hours of 8am – 5pm, Monday-Friday at 608-649-5961 or jasen.glasbrenner@co.richland.wi.us to request the RFP packet or additional information as needed.

Persons/firms that intend to submit a proposal should send notification of intent to the County of Richland with the person's/firm's name and contact information. Additionally, the County of Richland may directly contact persons/firms that they have identified as potential proposal providers. Those who the County of Richland has sent an RFP and those who have provided contact information through a request for a copy of the RFP or through a notification of intent will receive all information regarding the RFP. The information may include, but is not limited to, any amendments to the RFP, answers to inquiries received regarding the RFP, or changes to the RFP schedule.

QUESTIONS REGARDING THIS RFP:

This solicitation contains a description of the project and services required. Interested proposers have the responsibility of understanding what is required by this solicitation. During the review of the RFP, if the Proposer discovers any errors, omissions or ambiguities within the RFP, they should identify them in writing and call them to the immediate attention of the County of Richland prior to the RFP submission deadline. The County of Richland shall not be held responsible for any person's/firm's lack of understanding of the project.

Questions for clarification concerning this RFP must be in writing via email to Jasen Glasbrenner at jasen.glasbrenner@co.richland.wi.us. All questions will be responded to by Jasen Glasbrenner, in writing via email.

The County of Richland makes no representations as to the conditions of the project other than those representations made herein, and no employee or any other representative of the County of Richland has the authority to make any oral or written representations as to the conditions of the project. Persons/firms should only contact the person designated above regarding this RFP and should not contact the County Board Chairman, any County Board members, any committee members, or any other County of Richland staff for clarification of this RFP.

ADDENDA INTERPRETATIONS:

If it becomes necessary to revise any part of this RFP, a written addendum will be provided. The County of Richland is not bound by any oral clarifications changing the scope of the work for this project. All addenda issued by the County of Richland will become part of the official RFP and will be emailed to all Proposers of record based upon contact information on record at the original time of issuance or subsequently provided.

Scope of Services & Deliverables

The County of Richland, Wisconsin is applying for federal funding from the Community Development Block Grant (CDBG) Program for the CLOSE Program and is seeking two elements of service.

- 1) Application Preparation, coordination of processes required for the Applications, and Application submittal to the Department of Administration (DOA) for the use of the CDBG funds for two CLOSE Public Facilities projects – See the website <https://doa.wi.gov/Pages/CDBGCLOSE.aspx> for the application documents
- 2) Administration of the project grants once rewarded.

The focus of this CLOSE Program for Richland County will be on the following two Public Facilities projects, both of which have received conceptual review and approval from DOA.

- 1) Richland Center, WI – City Auditorium Handicap Accessibility Project

This project is located in downtown Richland Center and involves adding an elevator and handicap accessible restrooms to the existing historic auditorium building.

- 2) Lone Rock, WI – S. Oak St. Sidewalk and Lighting Project

This project is located in downtown Lone Rock and involves replacement of the sidewalks and new street lighting on sections of the main street of the town – S. Oak St. It also involves the installation of a sidewalk on a section of W. Pearl St.

Background information materials Exhibit I attachments.

Application Services

The selected person(s)/firm(s) will conduct activities necessary for completion of two successful CDBG – CLOSE Public Facilities project Applications. The Application processes may include the following:

- Establishing a timeline, work plan and budget for the two projects.
- Coordinating the Citizen Participation Public Hearing (required prior to the submission of the CDBG CLOSE Applications) and any other meetings as necessary for successful application
- Communicating on an ongoing and periodic basis with stakeholders during the Application processes.
- Regularly interfacing with County of Richland staff concerning approaches and tasks through the Project, through meetings, telephone calls and emails

- Maintaining hardcopy and/or electronic copies of all records, data collected, maps, photos, analyses, and documentation generated for the Applications; providing them to the County of Richland as requested during and upon completion of the Planning process.
- Complying with CBDG regulations and policies applicable to the project Application process.

The final Applications must be completed and submitted to the DOA no later than January 8th, 2021.

Grant Administration Services

The selected person(s)/firm(s) will serve as and perform the functions of the grant administrator for a Community Development Block Grant awards (contingent upon awards), including the following:

- Preparing and submitting CBDG contract and amendment documents, as applicable
- Managing the CBDG Project records
- Preparing and submitting applicable environmental record documents for the CBDG Project
- Coordinating Citizen Participation public hearing(s) and maintaining and submitting required records for Citizen Participation for the CBDG Project
- Completing compliance activities for CBDG Project federal labor standards as applicable
- Preparing and submitting CBDG reporting documents for the CBDG Project, including Semi-Annual Reports, Single Audit Statements, Section 3 Reports, Equal Opportunity/Minority Business Enterprise/Woman Business Enterprise (MBE/WBE) compliance reports, and Project Completion Report.
- Preparing and submitting CBDG monitoring documents and responding to monitoring requirements as applicable for the CBDG Project.
- Managing financial records for the CBDG Project and preparing and submitting CBDG requests for payment and related required documentation.
- Attending and participating in County Committee or Board meetings as necessary for the CBDG Projects.
- Complying with CBDG regulations and policies applicable to the Projects.

All work to be undertaken as part of this proposed program must be undertaken in accordance with the Federal Code of Federal Regulations, including but not limited to 24 CFR, Part 570 and 24 CFR, Part 58; and other applicable State and Federal requirements. Federal requirements for CBDG projects regarding Conflicts of Interest, Lobbying, and Section 3, Affirmative Action, Equal Opportunity, Minority Business Enterprise/Woman Business Enterprise (MBE/WBE), Federal Labor Standards Provisions, and Davis-Bacon and Related Acts (DBRA) are provided in Exhibit II attachments included with this RFP. Applicable requirements must be met by the selected entity for this RFP, and any entities awarded a contract or subcontract for the CBDG Projects.

Proposal Requirements

DIRECTIONS FOR SUBMITTAL:

Proposals must be received at the City of Richland Center Municipal Building. Direct submittals to Jasen Glasbrenner, Richland Economic Development Director, County of Richland, labeled "ATTN: CBDG – CLOSE Program, 450 South Main Street, Richland Center, WI 53581; or via email to jasen.glasbrenner@co.richland.wi.us, with the Subject of "ATTN: CBDG – CLOSE Proposal, no later than

5pm on Monday, September 21st, 2020. The County of Richland reserves the right to reject any and all Proposals not meeting the requirements of this Request for Proposals for consulting services.

Persons requesting ADA assistance accommodations for hearing and speech impaired may contact Jasen Glasbrenner, Richland Economic Development Director at 608-649-5961 or jasen.glasbrenner@co.richland.wi.us.

Individuals/firms interested in being considered for this project must submit a proposal detailing qualifications, technical expertise, management and staff capabilities, related prior experience, and a detailed cost estimate for the Scope of Services described above. The objective of the competitive process is to objectively select the firm that will provide high-quality, efficient, and cost-effective services. The selected person(s)/firm(s) will be invited to contract with the County of Richland for consulting services.

Exhibit III, attached to this Request for Proposals, includes the minimum qualifications for the Planning, Application and Grant Administration consulting services. These criteria have been established to assure the Community of professional expertise with adequate experience and capacity to ensure successful completion of the proposed project within the allocated time constraints. Exhibit IV, attached hereto, is a Rating System that will be utilized for selection of the consultant. This rating system will be employed in determining which proposal best meets the needs as outlined in this "Request for Proposals".

PROPOSAL CONTENTS:

1. Cover Letter.
2. Project scope statement describing the work to be undertaken, include the services outlined in the RFP, and any modifications or expansion of the scope provided in order to deliver the planning and grant administration services.
3. Project work plan indicating mechanisms proposed to coordinate the work effort with the County of Richland.
4. Project coordination plan indicating mechanisms proposed to coordinate the work effort with the County of Richland.
5. Proposer's profile and a clear concise statement with:
 - a. Examples indicating past performance and familiarity with the type of work detailed in the RFP
 - b. Examples of implementation of the Proposer's plans in other communities and noted successes
 - c. A list of client references for which Proposer provided similar services as described in the RFP.
6. Project team statement indicating the professional and technical qualifications of the key persons who will be assigned to the project and their responsibilities within the Scope of Services. Resumes for key personnel should be included in the proposal appendices.
7. Project budget with estimated level of effort for each member of the team and for each major task.
8. Fee schedule for personnel involved with the project.
9. Copy of professional services agreement.

PROPOSAL FORMAT:

The proposal must be submitted in typed format with the items to be included in the proposal placed in the same order as described in above. The proposal must be signed by the submitter or authorized representative and dated. The pages of the proposal must be numbered in consecutive order and should not

exceed the maximum sheet size of 8.5" x 11." The name, mailing address, phone number and email address of the Proposer should be placed in the upper left corner on the cover page of the Proposal.

SELECTION PROCESS SCHEDULE:

The County of Richland anticipates authorizing a contract for this work in October 2020 with a notice to proceed no later than **October 21st, 2020**. The scope of services will take place over a 28-month period. The County of Richland's goal is to have the CBDG-CLOSE Application process completed no later than **Jan 8th, 2021**. The CBDG-CLOSE Project Grant Administration is expected to be completed not later than 24 months from the time the grants are awarded. Responding persons/firms should comment on the above schedule as part of their proposal and state how realistic it is to achieve substantial completion of the work within the described timeline.

OTHER CONDITIONS OF PROPOSAL SUBMITTAL:

1. Only one proposal will be accepted from any person, firm or entity.
2. No proposal will be accepted from any person, firm or entity that is in arrears for any obligation to the County of Richland, is debarred from contracting for federally funded projects, or that otherwise may be deemed irresponsible or unresponsive by the County of Richland Board or County of Richland staff.
3. All Proposals submitted become public information and may be reviewed by anyone requesting to do so at the conclusion of the evaluation process.
4. Requirements and conditions of employment and contracting to be observed for compliance with Conflict of Interest, Lobbying, and Section 3 regulations apply to this project. Refer to Exhibit II attachments for the CBDG Project requirements.

Evaluation and Selection

Final selection of the planning and grant administration provider will be based upon the maximum total points scored as set forth in the Rating System in Exhibit IV.

The County of Richland reserves the right to negotiate a contract with the services provider selected to perform the professional services required.

The County of Richland, Wisconsin reserves the right to reject any and all responses submitted. If you have any questions regarding this Request for Proposals, please contact Jasen Glasbrenner, Richland Economic Development Director, jasen.glasbrenner@co.richland.wi.us, 608-6498-596.

EXHIBIT I

Project Background

Richland County CBDG Close Program

-Project List- Updated 9/8/2020

Jasen Glasbrenner – Richland Economic Development Director
Jasen.glasbrenner@co.richland.wi.us - 608-649-5961

The first two project on this list have been identified as focal points for the CBDG CLOSE Program that Richland County is involved in. If either of these projects fail during the application process, the other projects on this list would be considered.

Project 1 – Richland Center City Auditorium Project

Jasen, (See Dave P. Email 8/14/20)

Thank you for the list of activities typically seen at the City Auditorium. DEHCR concurs that the accessibility improvements are eligible improvements to this building. Please include a copy of this email as evidence of DEHCR's confirmation that accessibility improvements are and eligible activity.

Dave

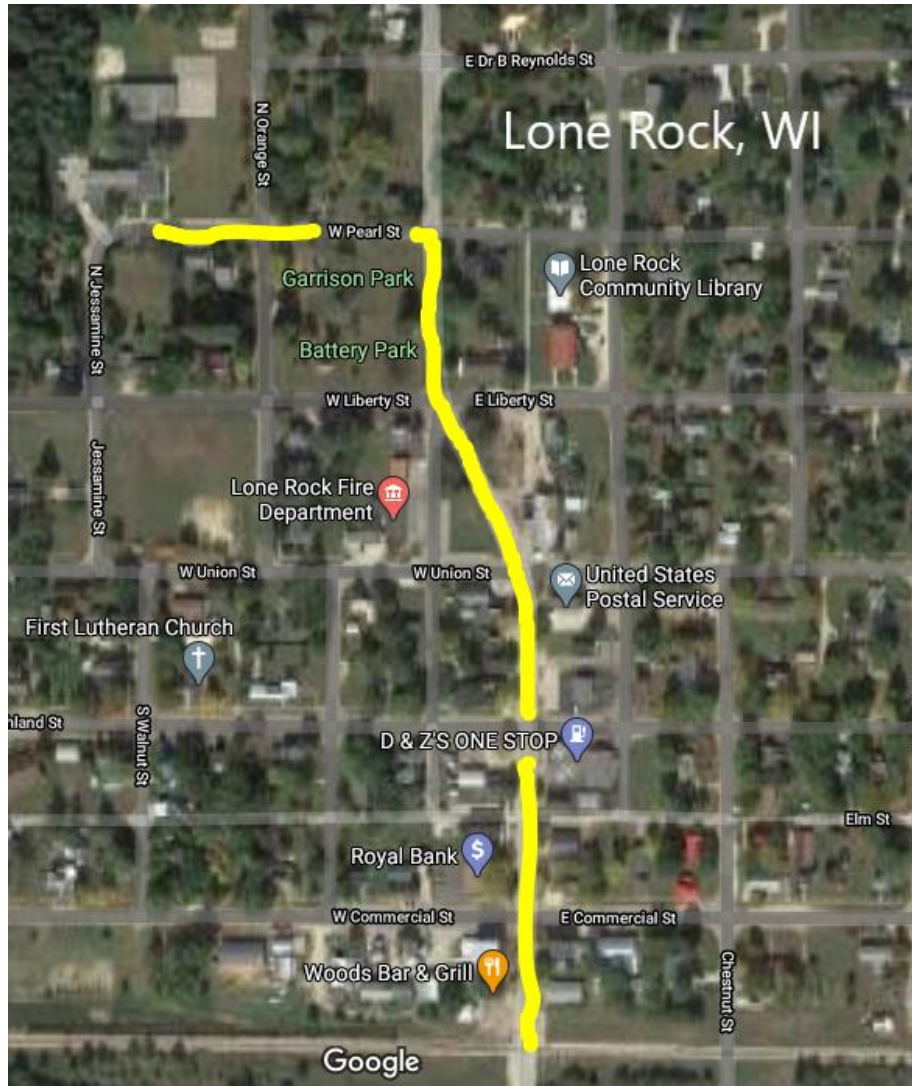
- This is a Handicap Accessibility Project (ADA)
 - Elevator and Restrooms to service the public spaces in the auditorium
 - <https://www.rcpac.org/restoration>
- Building is currently held by a non-profit
- Issues that need to be verified as of 8/24/20
 - There was / is office rental space on third floor. Does this affect the project?
 - We have plans already begun for this project and some preliminary estimates. We should review these plans to find out if we are looking at a 100% funded project or if we will have to fund a portion of the project because of usage.
 - What if a portion of the basement is rented to a business? This has been talked about in the past - Restaurant



Project 2 – Lone Rock, WI – Sidewalk & Lighting

David P. of the DOA has verbally indicated that this project would work.

- Spoke with Mary Litviak who works with Economic Development efforts in Lone Rock.
- Sidewalks for the main street – S. Oak St.
- Lights for the main street – S. Oak St.
- Memorial Sidewalk to old Lone Rock School – Along Pearl St.



Project 3 – Library Improvement – Richland Center

David P. of the DOA has verbally indicated that this project would work.

- Brewer Public Library <https://brewerpubliclibrary.wordpress.com/>
 - Upgrading Library with meeting space & private rooms
 - Would we need to prove the use?
 - Cardholder data
 - Service area would be Richland Center – Citizens to utilize. Dave P. says the narrative would want to focus on the city benefit and wider area. 8/13/20



Project 4 – Street Projects

Hi Jasen, (See Dave P. Email 8/13/20)

We reviewed the project and agree this would be a community wide benefit project as described. If you pursue this as a project, please include this email in the application as DEHCR's approval meeting the Low to moderate income national objective using community wide benefit.

- Richland Center
 - Main St. or major thoroughfare in a community already declared LMI.
 - Church St. between Hazeltine St. and E Gage St.



- Consideration has been given to smaller villages. If a street project ends up as a focus, we may want to reach out to the small LMI villages one more time prior to selecting a project.
 - Viola - Cross County lines municipality
 - Boaz has low wide area use.

Project 5 – Public Parking Lots

David P. of the DOA has verbally indicated that this project would work.

- Richland Center
 - CDBG – does not do routine maintenance.
 - Jefferson & Mill St. - \$180,000



- Jefferson – across from Kwik Trip - \$180,000



- Church St. Parking Lot – Across from Bindl Tire – \$115,000



- Other Villages in Richland County – I have done map searches.

LMI Cities or Villages:

- Richland Center
- Viola - Cross County lines municipality
- Lone Rock
- Boaz
- Sextonville – Is Not
- Gotham – Is Not
- Yuba – Is Not
- Cazenovia – Is Not

EXHIBIT II

State and Federal Regulatory Requirements for CBDG-Assisted Projects

REFER TO ATTACHMENTS FOR:

1. POTENTIAL CONFLICT OF INTEREST DISCLOSURE
SEE PAGE 17 OF THIS RFP
2. CONFLICT OF INTEREST CLAUSE
ATTACHMENT 3-C IN CBDG IMP. HANDBOOK
3. LOBBYING CERTIFICATION
ATTACHMENT 3-D IN CBDG IMP. HANDBOOK
4. DISCLOSURE OF LOBBYING ACTIVITIES
ATTACHMENT 3-E IN CBDG IMP. HANDBOOK
5. SECTION 3 CLAUSE
ATTACHMENT 6-B IN CBDG IMP. HANDBOOK
6. AFFIRMATIVE ACTION CLAUSE
ATTACHMENT 6-C IN CBDG IMP. HANDBOOK
7. EQUAL OPPORTUNITY CLAUSE
ATTACHMENT 6-D IN CBDG IMP. HANDBOOK
8. MINORITY BUSINESS ENTERPRISE/WOMAN BUSINESS ENTERPRISE WEB RESOURCES
ATTACHMENT 7-R IN CBDG IMP. HANDBOOK
9. DAVIS-BACON AND RELATED ACTS
ATTACHMENT 7-B IN CBDG IMP. HANDBOOK
10. FEDERAL LABOR STANDARDS PROVISIONS
ATTACHMENT 7-G IN CBDG IMP. HANDBOOK

OBTAIN THE CBDG ATTACHMENTS ABOVE FROM THE CBDG IMPLEMENTATION HANDBOOK AND HANDBOOK CHAPTER ATTACHMENTS ON THE BUREAU OF COMMUNITY DEVELOPMENT WEBSITE AT <https://doa.wi.gov/Pages/LocalGovtsGrants/CDBGImplementationHandbook.aspx>

EXHIBIT III

Consulting Services Minimum Qualifications

- A. The person(s)/firm(s) must have successfully provided Grant Project Application and Grant Administration services for a minimum of 3 similar type projects. The person/firm will not be selected if there have been any unresolved audit exceptions relative to Planning or Grant Administration services.
- B. The principal responsible for coordination of the Application process must have a minimum 3 experience with this specific type of work.
- C. The principal responsible for Grant Administration must have a minimum of 3 experience with the State of Wisconsin CDBG Program or other federal/state programs.
- D. The person(s)/firm(s) must submit references as to their professional qualifications from a minimum of 3 previous clients for which the person(s)/firm(s) has/have performed work (include contact name, title, firm/organization/government name, email address, mailing address and telephone number).

EXHIBIT IV

Planning and Grant Administration Selection Rating System

1. Project Coordinator/Lead's Experience	<u>Maximum 20 Points</u>
A. 5 or more years experience with CDBG or other federal/state programs	20 Points
B. 4 years experience	15 Points
C. 3 years experience	10 Points
D. 1-2 years experience	5 Points
E. No experience	0 Points
2. Firm's Project Completion Background	<u>Maximum 20 Points</u>
A. Completion of 5 or more previous, similar type projects within proposed time frame & budget	20 Points
B. Completion of 4 projects	15 Points
C. Completion of 3 projects	10 Points
D. Completion of 1-2 projects	5 Points
E. No projects were completed	0 Points
3. References from Similar Projects	<u>Maximum 20 Points</u>
A. Respondent lists 3 previous clients with similar projects and all references give excellent response on quality of service	20 Points
B. Respondent lists 2 previous clients	15 Points
C. Respondent lists 1 previous client	10 Points
D. Respondent lists no previous references	0 Points
4. Firm's Familiarity with Community's Needs	<u>Maximum 10 Points</u>
A. Firm is thoroughly familiar with Communities and Counties of similar size	20 Points
B. Firm is somewhat familiar with Communities and Counties of similar size	10 Points
C. Firm is unfamiliar with Communities and Counties of similar size	0 Points
5. Responsiveness to Specifications of Project/RFP	<u>Maximum 20 Points</u>
A. Needs of project are fully addressed in Proposal	20 Points
B. Needs of project are somewhat addressed in Proposal	10 Points
C. Needs of project are not addressed/resolved in Proposal	0 Points
6. Cost Effectiveness	<u>Maximum 10 Points</u>
A. Budget/proposal includes 3 or more cost effectiveness Components	10 Points
B. Budget/proposal includes 1-2 cost effectiveness components	5 Points
C. Budget/proposal does not include cost effectiveness components	0 Points

- | | |
|--|-------------------------|
| 7. Minority- or Woman-Owned Firm or Section 3/LMI Firm | <u>Maximum 5 Points</u> |
| Income (LMI) Firm | |
| Firm is minority- or woman-owned firm or Section 3 | 5 Points |
| (serving/supporting Low-to-Moderate Income (LMI) persons) | |
| Firm is not minority or female-owned or Section 3/LMI firm | 0 Points |
| 8. Small Business Firm | <u>Maximum 5 Points</u> |
| A. Firm is a small business | 5 Points |
| B. Firm is not a small business | 0 Points |

MAXIMUM TOTAL POINTS 120 POINTS

Proposal submittals should be organized to address the submittal specifications listed in the RFP and the evaluation criteria listed above.

**PLANNING/GRANT ADMINISTRATION SERVICES
PROVIDER SELECTION CERTIFICATION
BY COUNTY OF RICHLAND**

CDBG – CLOSE Program
Richland County, Wisconsin

TOTAL POINTS

CRITERIA		POINTS AWARDED			
		Proposer/ Firm Name	Proposer/ Firm Name	Proposer/ Firm Name	Proposer/ Firm Name
1.	Project Coordinator's/Lead Person's Experience				
2.	Firm's Project Completion Background				
3.	References from Similar Projects				
4.	Firm's Familiarity with Community's Needs				
5.	Responsiveness to Project/RFP Specifications				
6.	Cost Effectiveness				
7.	Minority or Woman-Owned or Section 3/LMI Firm				
8.	Small Business Firm				
	TOTAL POINTS:				

Signed Upon Completion of Proposal Review and Selection:

Certification: I hereby certify that the County of Richland has reviewed all proposals from eligible responders/submitters of proposals. The proposals were evaluated and ranked based on the information provided in the proposal documents and the criteria set forth above.

Jasen Glasbrenner
Director
Richland Economic Development

Date_____

Division of Energy, Housing and Community Resources (DEHCR)

Community Development Block Grant – Potential Conflict of Interest Disclosure

POTENTIAL CONFLICT OF INTEREST DISCLOSURE

***Community Development Block Grant – CDBG-CLOSE Program
Richland County, WI***

Do you have family or business ties to any of the people listed below?

Yes ☐

No ☐

If yes, please check the box next to the name(s) of the individual(s) and describe the relationship in the space provided below:

ELECTED OFFICIALS:

- ☐ Marty Brewer – Richland County Board - Chairman
- ☐ Dave Turk – Richland County Board – Vice Chairman
- ☐ Sean Murphy-Lopez – Richland County Finance Committee - Chairman

COUNTY OF RICHLAND - ADMINISTRATION, DEPARTMENT HEADS AND LEGAL COUNSEL:

- ☐ Clinton Langreck – County Administrator
- ☐ Jasen Glasbrenner – Richland Economic Development Director

Description of Relationship(s):

Please Note: The name of any bidder with a potential conflict of interest will be disclosed at the Richland County Board and Committee meeting in which bids are discussed. Potential conflicts of interest will be reviewed in accordance with 24 CFR 570.489(h).

Printed Name of Individual

Title

Signature

Name of Business/Firm/Company

Date Signed [MM/DD/YYYY]