

**RFP – COMMUNITY HOUSING IMPACT AND PRESERVATION PROGRAM (CHIP)
INCLUDING APPLICATION PLANNING
SPECIFICATIONS FOR REQUEST FOR CONSULTANT PROPOSAL**

Pursuant to the Ohio Department of Development, Office of Community Development, Program Policy Notice: OCD (Office of Community Development) 15-02, the City of Niles in partnership with the Cities of Girard, Hubbard, and Cortland is soliciting proposals from selected organizations relevant to their capabilities and qualifications to administer the Community Housing Impact and Preservation (CHIP) Program

SCOPE OF SERVICES

Community Housing Impact and Preservation Program (CHIP)

The expected product of Community Housing Impact and Preservation Program shall meet, at a minimum, the requirements of the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program (Small Cities Program) and the Department's HOME Program, as well as, the Ohio Development, Office of Community Development (OCD) program regulations.

These requirements include but are not limited to the ability to:

Grant Application Preparation:

- Prepare all Community Housing Impact and Preservation (CHIP) Program application, including all required forms, resolutions, public hearings, budgets, administration/implementation summaries, and all other requirements for meeting OCD guideline and deadlines.
- Schedule and oversee CHIP planning process as per OCD guidelines.
- Prepare the OCEAN on-line PY2023 CHIP application for City of Niles to be reviewed, approved and submitted to the ODOD/OCD by application deadline.
- Ensure all necessary updates to the CHIP Policy and Procedure Manual are current with program guidelines.

Administration of the CHIP Grant Program:

- Preparation of environmental reviews in compliance with the requirements of 24 CFR Part 58.
- Program management including determination of applicant eligibility, ranking of eligible applicants, change orders, work quality, file maintenance and recordkeeping requirements, compliance with stated grant milestone requirements, and reporting requirements.
- Establish and maintain a record-keeping system acceptable to the Ohio Development Service Agency, Office of Community Development.
- Create a complaint and appeals process for participants to address any potential issues.
- Provide Technical Assistance for City of Niles Planning CHIP Intake Staff when necessary.

Rehabilitation Inspection Services:

- Project management including but not limited to initial inspection to determine scope of work and feasibility of rehabilitation project. Interim inspections to assure contractor is completing work, including lead hazard reduction activities in a timely and satisfactory manner, and final inspections, to verify construction has been completed as per written scope of work and the Office of Community Development's Residential Rehab Standards.
- Ensure required inspections for lead testing and clearances are completed per program requirements.
- Prepare Tier-II Environmental Record
- Prepare and schedule the Pre-Bid walk through with approved contractors.
- Receive and review contractor bids for completeness and best pricing for the project. Inform the City of any contractor in non-compliance with contract specification, and/or lack of good workmanship including the need to remove a contractor from project(s) if necessary, understanding that the City retains sole authority to suspend a contractor.

- Approve all contractor requests for payments and change orders. Provide the City with copies of documentation generated by the Housing Rehabilitation Specialist regarding completing his contractual obligations.
- Provide consultation and technical assistance to the City of Niles as needed.
- Housing Rehabilitation Specialist will hold license for Lead Risk Assessment.
- Meet as needed with homeowners, contractors, and City staff to provide documentation/information for dispute resolution, if needed.
- Provide City staff with technical updates, documents, and materials relative to Rehabilitation standards.
- Provide before and after photos of the project.
- Obtain contractor files with necessary certifications, insurance, workers comp., license.

Information Sought from Consultant:

At a minimum, the following information shall be submitted to the City in response to this request:

- Brief one page summary of your organization's experience and capacity within the CHIP Program.
- Current resumes of personnel employed by the organization involved in the City's CHIP program including OCD Trainings for each.
- Lead Risk Assessor Contractor License(s) (Include Trainings)
- Lead Abatement Contractor License(s) (Include Trainings)
- Qualifications, additional training, and experience of those key personnel.
- A synopsis of the organization's experience in preparing CHIP applications and outcome of the administration and implementation of CHIP Programs showing years of OCD CHIP experience. Additionally, provide experience with state and federally funded programs.
- A list of other communities for which the organization provides (or has provided) CHIP administration including any previous OCD Monitoring Reports.
- Estimate of administration cost.
- Estimate of soft cost per rehabilitation project.

REVIEW CRITERIA

Consideration will be given to respondents that can demonstrate:

- Experience and Capacity
- Ongoing Training through OCD
- Lead Assessor and Abatement Licenses
- Experience with the OCEAN online grant system
- State and Trumbull County CHDO (Community Housing Development Organization) experience
- Main office located within 60 miles of the City of Niles
- Relevant industry affiliations

SUBMISSION OF PROPOSALS

The city looks forward to receiving a Proposal from your firm. If you have any questions or need additional information, please contact Jeff Crowley (330) 544-9000 ext. 1180

Respectfully,

Jeff Crowley